

USD Faculty Home Buying Assistance Program **Fall** Pre-Approval Application **2026**

This document initiates the pre-approval process for faculty when applying for benefits under the Faculty Home Buying Assistance Program (the Program) during the period July 1, 2026 through December 31, 2026. Refer to complete Program Guide. Information submitted during the application process will remain confidential and will be used exclusively for purposes of assessing qualification for Program benefits.

Faculty Name: _____

Faculty Current Mailing Address: _____

Faculty Contact Phone: (____) _____

Tenure Status: Tenured _____ Tenure-Track _____

Date USD Employment Commenced: _____

Eligibility Requirement: Tenured or 18 months of consecutive employment for tenure-track faculty.

Home Purchase Plans: Within 30 Days _____ Not Sure _____ Longer than 6 Months _____

Total Household Income: \$ _____

Eligibility Requirement: To receive the maximum benefit, the faculty borrower's annual household income may not exceed \$375,000 at this time. Household income is defined as all individuals who plan to qualify for primary mortgage and hold title to property. See Program Guide for information on reduced benefits should household income exceed \$375,000. Household income must include the amount reported on Line 7 of the most recently filed federal tax return(s) Form 1040.

REQUIRED-Please submit directly to Office of Finance, Hughes 328, a copy of household income, recently filed federal tax return(s) Form 1040, pages 1 and 2 only. Faculty salary will also be verified by USD. Personal financial information will be handled confidentially and used exclusively for the purpose of verifying income eligibility.

Are you purchasing a first home in San Diego? YES _____ NO _____

If "No" have you owned a home in San Diego in any of the last 10 years? YES _____ NO _____

Eligibility Requirement: Faculty borrower must be purchasing his/her first San Diego home or have not owned a San Diego home at any time during the last 10 years; unless granted an exception for a qualifying life-event. The home must be located within a 75-mile radius of USD's main campus and serve as his/her primary residence. Please refer to Program Guide for more information on eligible property.

Anticipated Purchase Price of Home: \$ _____

Secondary Route To:
Office of Finance, Hughes 328

Office of Retention:
Finance

USD Faculty Home Buying Assistance Program

Pre-Approval Application

Fall 2026

Total Down Payment Funds:

\$ _____

Eligibility Requirement:

*Faculty borrower must contribute **a minimum 5%** of the home purchase price in cash toward the down payment of the home. Note that additional borrower-funded, down payment funds may be required by the first mortgage lender.*

Notifications:

The *maximum available benefit* to a faculty member is currently **\$150,000**. In addition, Program participants may be eligible to receive a one-time closing cost assistance of up to \$5,000.

Eligibility Requirement:

Faculty must qualify and have the ability to close a first mortgage with a USD preferred lender or lender of faculty's choice. Note that not all Program benefit options are available with all first mortgage lenders. As such, the use of benefits may vary and will be driven by the faculty borrower's individual needs as determined by the borrower and the first mortgage lender.

See Program Guide for more information. Or, email facultyhomebuying@sandiego.edu

The benefit is a second-lien loan granted and funded by USD and used by the faculty borrower as a source of down payment funds in addition to the faculty borrower's own down payment funds. A promissory note between USD and the faculty borrower is executed, and principal and interest per the promissory note are amortized and forgiven over the selected forgiveness period upon execution of the Promissory Note. The loan may be combined with a one-time closing cost assistance. USD funds the loan for up to the maximum available benefit. Loan funds must be deposited directly into an escrow account for the exclusive purpose of funding the down payment. One-time closing costs may not exceed \$5,000 and are to be applied to allowable closing costs only.

The benefit give rise to taxable income for faculty. Options should be discussed with the faculty borrower's lender(s) of choice during the first mortgage loan process. First mortgages must comply with the requirements of USD's Promissory Note, Second Deed of Trust (if applicable), and Program Guide.

Benefit Reservations:

Secondary Route To:
Office of Finance, Hughes 328

Office of Retention:
Finance

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USD's Office of Office of Finance will notify Program participants upon final approval to participate in the Program. Program benefits will be reserved for participants for a period of 180 days from the date of notification by Office of Finance. If benefits are not used within the reservation period, re-application will be required. A wait list may occur once USD has reached the maximum of applicants and or funding.

Faculty Acknowledgement: *I understand that this pre-approval application to participate in the University of San Diego Faculty Home Buying Assistance Program is subject to the terms of all related documents, including but not limited to the Promissory Note, Deed of Trust, Faculty Home Buying Assistance Program Guide, and the first mortgage loan process. In addition, I understand that participation is contingent upon securing a qualified first mortgage with a USD preferred lender or a lender of my choice that allows the application of USD's benefit to my home purchase transaction. Further, I understand that the actual amount of the benefit may be less than the maximum available above, depending on the benefit options used, my household income, and other factors.*

Faculty Borrower's Signature

Date

Route to Supervising Dean's Office

Supervising Dean Authorization: *I recommend the above named faculty for participation in USD's Faculty Home Buying Assistance Program.*

Supervising Dean's Signature

Date

Route to Finance Office, Hughes Center 328:

AVP for Finance Authorization:

Participation is subject to the successful qualification, execution of all related Program documents, and close of first mortgage loan.

AVP for Finance Signature

Date

Route to Provost Office:

Vice President & Provost Authorization:

Participation is subject to the execution of all related Program documents and close of first mortgage loan.

Provost & Vice President for Academic Affairs Signature

Date

Secondary Route To:
Office of Finance, Hughes 328

Office of Retention:
Finance