



How to Request NeighborhoodLIFT Funds

Working Together for Strong Communities





Community Housing Development Corporation is available to assist you Monday to Friday 9:00 am to 5:00 pm.

If you need assistance outside of normal business hours, email lift@communityhdc.org. We will respond as quickly as possible during business hours.

Working Together for Strong Communities





Steps for Borrower

Please complete the steps in the following pages, if you can answer “yes” to the following questions!

1. I have a preapproval letter for a first mortgage from a NeighborhoodLIFT® program approved lender
2. I have completed Homebuyer Education from an approved NeighborhoodLIFT provider.
3. The income for all borrowers on the loan falls below the limits for the [San Francisco Bay Area](#).

Steps for Borrower

Follow these steps to log in to your account.

1. Visit <https://chdc.force.com/chdccft/> . .
2. Log in to your account using the email address and password you provided at the time you created your account.
3. If you cannot remember your password, please click the “Forgot Password” link.

Click here to log in to your account.



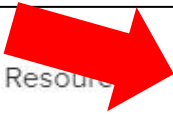
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[English](#) ▾



Log In

Your User Name & Password

Email address*

Step 1 - Enter email address you provided when creating account.

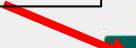


Password*

Step 2 - Enter password you created when confirming your account.



Step 3 - Click log in.



[Forgot Password?](#)

Forgot password? Click "Forgot Password" and you will be able to reset your password.



Don't have an account? [Create Account](#)

Steps for Borrower

Once you are logged into your account, you will need to complete the steps in the following pages of this guide.

1. Click on the “Services” tab at the top of the page.
2. Click the small down arrow next to the “NeighborhoodLIFT Request” option.
3. Check the “I am interested in the NeighborhoodLIFT program” check box.
4. Select an area under the “What is the primary area in which you are looking to purchase a home?” drop down.
5. Under the “Available Areas” section click on any additional areas you are interested in purchasing. They will move to the list under “Selected Areas.”
6. Hit the “Save” button.



HOMEOWNERSHIP

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My Profile

Click the down arrow to expand this option.

▼ NeighborhoodLIFT Request

NeighborhoodLIFT is coming to the San Francisco Bay Area! The NeighborhoodLIFT® program, a collaboration between Wells Fargo and NeighborWorks® America, offers down payment assistance for eligible homebuyers who complete approved homebuyer education. The program provides eligible homebuyers with \$25,000 to use toward down payment and/or closing costs on qualified homes.

Be sure to click this check box to begin your request for LIFT funds.

Is your income at or below the [San Francisco Bay Area Income Limits](#)? Have you completed 8 hours of home buyer education and have a first mortgage pre-approval from a NeighborhoodLIFT approved lender? If yes, you might be eligible for the NeighborhoodLIFT program.

What is the primary area in which you are looking to purchase a home? *

Alameda County



Click the down arrow to expand this menu and choose one.

What other areas are you interested in?

Please click on one or more of the locations listed in "Available Areas" to move it to the "Selected Areas" column; to remove a selection from the "Selected Areas" column, simply click on that selection to move it back to "Available Areas".

Click area(s) of interest and it will move to "Selected Areas."

Available Areas

- Alameda County
- San Francisco County

Selected Areas

- Contra Costa County
- Santa Clara County
- Solano County
- San Mateo County

Selected areas will appear here.

▼ **Financial Empowerment**

Pending - 1 Active - 0

We offer one-on-one financial counseling to provide you with the necessary steps to improve your credit, income, savings and debt.

▼ **New Home Purchase**

Pending - 0 Active - 0

Thinking about purchasing a new home? We can help you learn the ins and outs of purchasing a home and being a sustainable homeowner.

▼ **Existing Homeowner Services**

Pending - 0 Active - 0

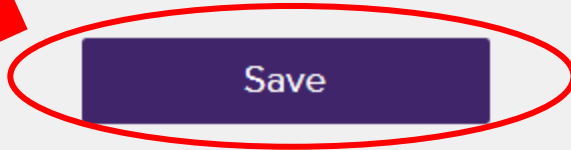
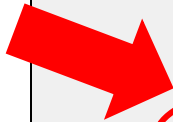
Already own your own home? Click here to see our existing home owner services!

▼ **Consumer Lending**

Pending - 0 Active - 0

Do you need a personal, small dollar, or auto loan? We have great rates with flexible repayment periods.

Save





Completing Request for LIFT

1. Navigate to “My Profile” at the top of your screen.
2. Click “My Account” and fill out/verify the fields listed.
 - a. First Name
 - b. Last Name
 - c. Email Address
 - d. Phone Number
 - e. Additional Phone Number
 - f. Current Mailing Address including city, state and postal code.
 - g. Do you require language or other special needs assistance?
 - h. How would you like to be contacted?
 - i. Best time to call?
 - j. How did you hear about us?
2. Hit the “Save & Continue” button to continue.



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My Profile

[My Account](#)

[My Services Summary](#)

My Account

First Name *

LIFT

Last Name *

Customer

Suffix

My Address

Street Address *

Apt #

City *

State/Province *


Postal Code *

Do you require language or other special needs assistance? If so, please specify language interpretation needs.

How would you like to be contacted? *

Best time to call?

--Select One-- 

How did you hear about us?

Flyer / Folleto

Please specify

[Reset Password](#)

Save & Continue 





Completing Request for LIFT

1. You will be taken to another screen called “My Services Summary” and will need to complete the following fields:
 - a. Have you completed Homebuyer Education?
 - Note: HBE is required to be completed prior to requesting LIFT funds
 - b. Homebuyer Education (HBE) Provider Name?
 - c. Completed follow up HBE Session?
 - d. Select the name of your lender from the NeighborhoodLIFT approved lender list.
 - e. Tell us how you heard about the NeighborhoodLIFT program.
 - f. Indicate if you are under contract on a property. This is NOT required to request NeighborhoodLIFT funds.
2. Hit “Save Section” button.

1. Fill out the fields under “My Service Summary”. You must fill these out and hit “Save and Continue” to move forward with your request.

My Account **My Services Summary**

Select a service below to get started

▼ NeighborhoodLIFT Request Pending

* Have you completed Homebuyer Education? ⓘ --None-- ▼

* Homebuyer Education (HBE) Provider Name ⓘ --None-- ▼

* Completed follow up HBE Session? ⓘ --None-- ▼

* Pre-approval from which lender? ⓘ --None-- ▼

* Do you have a contract on a property? ⓘ --None-- ▼

* How did you hear about the LIFT program? --None-- ▼

Save Section **Withdraw** ⓘ



Completing Request for LIFT

- You have now completed the necessary steps to submit a request for LIFT funds.
- Follow the steps in the email you receive upon submission of your request to upload your Homebuyer Education Certificate from an approved provider and your Pre-Approval Letter for your first mortgage from an approved lender.
- These documents must be uploaded by 9:00 am Pacific time on Monday in for your request to be processed.
- Failure to upload these documents will cause your request to not be processed and you will need to request funds again from Thursday to Monday of each week.