**UCSF Request for Mortgage Origination Program (MOP) Participation and Allocation Reservation**

*Instructions: Loan program candidates should not interact with this form. This form is to be completed by a department representative, signed by the chair, and submitted to the director of academic affairs in the school’s dean’s office for review and approval. The dean’s office will submit the request to the Home Loan Program Manager. Contact* *wilson.hardcastle@ucsf.edu* *with any questions.*

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| --- | --- |
| **Candidate *(Last Name, First)*** |  |
| Nomination Type | **[ ]** Recruitment  **[ ]** Retention |  | **Eligibility confirmation** |
| *Recruitment requests include signed offer lette*r **[ ]**  |  |  |
| Academic Title |  |  | • Does the candidate currently own, or has owned in the past 12 months, a primary residence in the Bay Area? **[ ]** No **[ ]** Yes |
| School |  |  |
| Academic Department |  |  |
| UC Path Employee ID | *(If TBD, enter UCSF employee ID)* |  | • Has the candidate been a previous MOP borrower?  **[ ]** No **[ ]** Yes |
| Appointment Date |  |  |
| First Hire Date |  |  |  |  |  |
| E-mail address |  |  | *If yes to either question, include a written justification for the request for a Chancellor’s Limited Purpose Certification.* |
| **Appointment final?** | **[ ]** Yes **[ ]** No |  |
|  *If no,* [*Every Expectation Letter*](https://facultyacademicaffairs.ucsf.edu/faculty-life/home-loan-programs/every-expectation-letter) *is attached* ***[ ]***  |  |

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| **Received a Faculty Recruitment Allowance Program grant (FRAP)?** |  |
|  **[ ]** No **[ ]** Yes $  |  |
|  [ ]  Paid [ ]  To Be Paid: **MM/YY**  |  |
|  [ ]  Lump Sum [ ]  Installments  |  |
|  | (describe installment plan)  |  |

**Supplemental Home Loan Program Requests**

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| **Supplemental Home Loan Program (SHLP)** **[ ]** No **[ ]** Yes |  | **Zero Interest Program (ZIP/ZIP-SHLP)**  **[ ]** No **[ ]** Yes |
| Loan Amount | **$75,000** | Loan Amount | **between $10,000 to $150,000** |
| Interest Rate | **2.75 % or current minimum** |  | Forgiveness feature? | **[ ]** No **[ ]** Yes |
| Term | **15 years** |  | COA for transfer |  |
| COA for transfer |  |  |  |  |
| *Departments may offer a different loan amount, rate, and term within program guidelines. Default values for the standard campus SHLP are prepopulated.*  |  | **Required documentation:** |  |
|  |  |  | [ZIP-04 ZIP Loan Advisory Notice](https://facultyacademicaffairs.ucsf.edu/faculty-life/home-loan-programs/ZIP-04-ZIP-Loan-Advisory-Notice.pdf)*Must be signed by the candidate.* | [ ]  Attached |
| **Centrally-Funded Supplemental Home Loan Program (CF-SHLP)** |  | [ZIP-06 Authorization Form](https://facultyacademicaffairs.ucsf.edu/faculty-life/home-loan-programs/ZIP-06-Authorization-Form.pdf)*Must be signed by the dean proper.* | [ ]  Attached |
| *Limited funding available, accessible on a* *first come, first serve basis.* | **[ ]** No **[ ]** Yes |  | ZIP loans come with *significant* additional risks to the campus and the borrower and should be reviewed with the home loan program manager and must be approved by the dean before offered to a candidate. |
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| Signature of Department Chair |  | Printed name  |  | Date |
|  |  |       |  |       |
| Delegated Dean’s Signature of Concurrence |  | Printed name  |  | Date |