

## Homekey Wire Transfer Request Form



If you are submitting your first Request for Funds (RFF) for HK+ or Tribal Homekey+, or require funds for an Acquisition Closing, please fill out this form and return to your assigned Grant Management Representative as soon as possible; the first RFF for HK+ and Tribal Homekey+ projects must be disbursed through a wire transaction.

**A minimum 30-day advance notice is required to ensure that wire funds are deposited into escrow by the project closing date. Please Note: This is not a Request for Funds form. Funds cannot be disbursed prior to the execution of your Standard Agreement and the fulfillment of all Pre-Disbursement requirements. It is your responsibility to understand the conditions to disbursement in the Standard Agreement and the fulfillment of all Pre-Disbursement requirements. More information and forms can be found on our webpage: [Monitoring Forms and Disbursement | Homekey \(ca.gov\)](https://www.cdph.ca/Programs/OPA/Pages/NR2025-0001.aspx)**

### Purpose

As stated in the Homekey+ NOFA Section 602, "All Homekey+ funds must be wired to an escrow company. The Applicant shall identify the name and address of the escrow company, the name of the escrow officer, the escrow number, and any other information requested by HCD." The NOFA for Rounds 2 and 3, in Section 402, states, "funds may be issued directly to an escrow company that has been approved by the Department if the full award is toward acquisition. The Applicant shall identify the name and address of the escrow company, the name of the escrow officer, the escrow number, and any other information requested by the Department"

### Wiring Notice Form

| Homekey Project and Grantee Information  |  |
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| HCD Contract Number:   |  |
| Homekey Primary Applicant:   |  |
| Homekey Co-Applicant 1:  |  |
| Homekey Co-Applicant 2:  |  |
| Authorized Payee (as Listed in Standard Agreement and on Escrow Instructions): |  |
| Payee Complete Address:  |  |

| <b>Title/Escrow Company Information</b>  |  |
|--|--|
| <b>Title Company Name:</b>   |  |
| <b>Title Company's Complete Address:</b>   |  |
| <b>Beneficiary Account:</b><br><i>(Title/Escrow Company Account #)</i>   |  |
| <b>Title/Escrow Contact Person – Name:</b>   |  |
| <b>Title/Escrow Contact Person - Phone Number:</b>   |  |
| <b>Title/Escrow Contact Person - Email Address:</b>  |  |
| <b>Title/Escrow/File Number:</b>   |  |
| <b>Bank Information</b>  |  |
| <b>Beneficiary's Bank ID (ABA #/Routing #)</b>   |  |
| <b>Beneficiary's Bank Name:</b>  |  |
| <b>Beneficiary's Bank Complete Address:</b>  |  |
| <b>Wiring Information</b>  |  |
| <b>Total Capital Award Amount per Standard Agreement:</b>  |  |
| <b>Total Acquisition Cost per Standard Agreement in Wire Request, if Applicable:</b>                           |  |
| <b>Total Capital Award Amount in Wire Request without Acquisition Cost:</b>                                    |  |
| <b>Wire Request Amount in USD (e.g. "\$6,123.45")</b>  |  |
| <b>Wire Request Amount Written (e.g. "Six thousand one hundred twenty-three dollars and forty-five cents")</b> |  |
| <b>Date of Escrow Close:</b><br><i>If unknown, please provide best estimate.</i>                               |  |
| <b>Date Funds to be Wired:</b>   |  |

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**Title/Escrow Co. Authorized Signature**


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**Date Signed**


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**Homekey Grantee Authorized Signature**


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**Date Signed**