

Homekey Wire Transfer Request Form

Last Updated 08/2024



Homekey Request for Acquisition Wire

If you intend to request that acquisition funds be wired to escrow, please fill out this form and return to your assigned Multifamily Grant Management Representative as soon as possible.

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. Instructions on filling out a request for wire can be found on our [Monitoring Forms and Disbursement | Homekey \(ca.gov\)](#) webpage.

Purpose

As stated in the Homekey NOFA Section 402, “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	
HCD Contract Number:	
Homekey Primary Applicant:	
Homekey Co-Applicant 1:	
Homekey Co-Applicant 2:	
Authorized Payee (per Standard Agreement):	
Total Capital Award Amount:	
Total Acquisition Cost per Purchase Agreement (or other source demonstrating cost):	

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Title/Escrow Company Information	
Title Company Name:	
Title Company's Complete Address:	
Beneficiary Account: <i>(Title/Escrow Company Account #)</i>	
Title/Escrow Contact Person's Name and Phone Number:	
Title/Escrow Contact Person's Email Address:	
Title/Escrow/File Number:	
Bank Information	
Beneficiary's Bank ID (ABA #/Routing #)	
Beneficiary's Bank Name:	
Beneficiary's Bank Complete Address:	
Wiring Information	
Payee Name: <i>as Listed in Standard Agreement, Escrow Instructions and Purchase Agreement</i>	
Payee Complete Address:	
Wire Request Amount in USD (e.g. "\$6,123.45")	
Wire Request Amount Written (e.g. "Six thousand one hundred twenty-three dollars and forty-five cents")	
Date of Escrow Close: <i>If unknown, please provide best estimate.</i>	
Date Funds to be Wired:	

Title/Escrow Co. Authorized Signature

Date Signed

Homekey Grantee Authorized Signature

Date Signed