



**First Time Home Buyer**

# **DOWN PAYMENT ASSISTANCE PROGRAMS - AZ**

**DPA PROGRAMS FUNDED / ADMINISTERED BY  
FEDERAL, STATE, LOCAL, FINANCIAL INSTITUTIONS AND  
NON-PROFIT COUNSELING AGENCIES**

**APRIL 22, 2014**

**Prepared by**





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... *Funder*

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For Downloadable First Time Home Buyer DPA Program Booklet  
Arizona Housing Alliance website  
<http://www.azhousingalliance.org/past-events>



# The U.S. Bank *American Dream Mortgage*

## The American Dream Mortgage *has helped today's homebuyers!*

The U.S. Bank American Dream mortgage is a community outreach program that offers eligible homebuyers a mortgage option with flexible mortgage loan terms with a mortgage interest rate that is fixed for the entire length of the loan. This means your monthly principal and interest payments remain the same until the mortgage loan is paid in full. U.S. Bank has successfully closed millions of dollars of American Dream mortgages for borrowers helping them achieve their dream of owning their own home.

## What homebuyers are eligible and what property types are allowed?

Borrowers do not have to be a first time-homebuyer! Eligible residential properties include 1 to 2 unit owner-occupied primary residences. Townhouses, condominiums (condo projects must be approved) and manufactured homes are allowed as long as they meet the program guidelines, and any state or local building codes that may apply. All borrowers must occupy the property.

If the property is older than 10 years, an inspection is required to determine the property is in safe, sound and sanitary condition. The property inspection must be conducted by a U.S. Bank authorized independent home inspector who will provide a written inspection report. The cost of the inspection is paid for by the borrower.

## Getting started. *Talk to US!*

A period of unemployment does not necessarily disqualify a borrower and many different sources of income may be allowed. To be eligible for this mortgage the borrower can earn up to 80% of the HUD area median income limit.

When you meet with a U.S. Bank Mortgage Loan Originator they will help you by reviewing your income and credit history as part of the application process. A minimum of two years stable income is required regardless of the variety of employers you may have worked for or the source of your income.

One of the characteristics of the U.S. Bank American Dream mortgage is it provides affordable housing for low or moderate income borrowers. The Department of Housing and Urban Development (HUD) establishes the maximum household income limits.

If the homebuyer is purchasing a property located in a low or moderate census tract there is no income limit! To learn more visit <http://www.ffiec.gov/Geocode/default.aspx>.



*Contact us for more information!*

## How much *can* you borrow?

Another benefit of the American Dream mortgage is the down payment may be as low as 3% depending upon the location of the property. In California, Nevada and Arizona the down payment is as low as 5%. U.S. Bank will review your credit payment history in accordance with the American Dream program guidelines which contain standards to determine the minimum dollar amount the borrower must pay toward the down payment from his or her own funds. The minimum borrower down payment is \$1,000. Many other mortgage products require private mortgage insurance when less than 20% down payment is made. No private mortgage insurance is required for the American Dream mortgage products.



## The Homebuyer Education course *prepares* you for homeownership.

To ensure that each borrower who applies for the American Dream Mortgage understands the home buying process and they are prepared for the responsibilities of homeownership, completion of a pre-purchase homebuyer education class is required. A certificate is issued by the U.S. Bank approved education provider when the class is completed. The certificate remains in effect for one year.

## U.S. Bank Entry Cost Assistance *Program*.

The **Cost Assistance** program is intended to provide assistance to qualified borrowers on an as-needed basis. The deferred entry cost assistance loan is made in the form of a second mortgage for a loan amount up to \$3,000 for households that meet certain income requirements. The total household income is considered to determine the borrower eligibility. The zero interest loan does not require the borrower to make any payments on the second mortgage. The loan is due and payable when the first mortgage is paid off, either when the home is sold or if the borrower refinances the first mortgage.

## What if the property *needs* repairs?

If the seller of the property cannot or will not make required repairs to the property, a minimum of \$500 to a maximum amount of \$5,000 may be financed into the first mortgage loan amount. Borrowers must qualify at the higher loan amount. Repairs are limited to structural, mechanical or must be made for health and safety requirements. Repairs must be completed within 30 days after the loan closes. The home repairs must be made by a licensed contractor.



*This guide is an overview of the American Dream Mortgage and is not meant to provide all of the program guidelines. Discuss all of the details of this mortgage with your U.S. Bank Mortgage Loan Originator. U.S. Bank offers a variety of other mortgage products in addition to the American Dream Mortgage.*

All of **us** serving you®

**usbank**®

 [usbank.com/mortgage](http://usbank.com/mortgage)



Loan approval is subject to credit approval and program guidelines. Not all loan programs are available in all states for all loan amounts. Interest rates and program terms are subject to change without notice. Visit [usbank.com](http://usbank.com) to learn more about U.S. Bank products and services. Mortgage products offered by U.S. Bank National Association, Member FDIC. ©2013 U.S. Bank



## City of Phoenix

# Matthew Henson Homeownership Program

### Homeownership Assistance Program Overview

This program is designed to assist eligible first-time homebuyers with the purchase of an affordable home in Phoenix. Based on need, the program provides a deferred payment loan of **\$8,500** to assist with down payment and closing costs. Buyers must complete an eight (8) hour Homebuyer Education class instructed by a U.S. Department of Housing and Urban Development (HUD) certified housing counseling agency. The down payment assistance program is administered by Community Housing Resources of Arizona. Down Payment Assistance funds are offered as a deferred payment loan that:

- Has an interest rate of 0% with no monthly principal payments
- Is \$8,500 with payment due on sale or refinance within the first 5 years of homeownership
- Is forgiven after 5 years
- Can be layered with a loan from the City of Phoenix Open Doors Program or Neighborhood Stabilization Program (NSP) when a Move-In-Ready property is purchased

### Eligible Homebuyer

Participants must:

- Be first-time homebuyers or have a minimum period of 36 months between the dates of a current closing and any previous ownership
- Own and occupy the property as a primary residence for the term of the loan and maintain the property in compliance with the City of Phoenix Neighborhood Preservation and Zoning Ordinances
- Participate in pre-purchase and post-purchase counseling and schedule an appointment to apply for assistance with the Community Housing Resources of Arizona, located at 4020 N. 20<sup>th</sup> St., Suite 220, Phoenix, AZ 85016; Phone: 602.631.9780 ext. 100
- Have a total annual household income that does not exceed 80% of the Area Median Income (AMI)



Family Size	1	2	3	4	5	6	7	8
<b>80% AMI Income</b>	<b>\$34,650</b>	<b>\$39,600</b>	<b>\$44,550</b>	<b>\$49,500</b>	<b>\$53,500</b>	<b>\$57,450</b>	<b>\$61,400</b>	<b>\$65,350</b>

January 2014, U.S. Department of Housing and Urban Development

- Qualify for a 15-year or 30-year, fixed rate, fully-amortizing mortgage with debt ratios that meet current FHA guidelines
- Be a permanent legal resident of the United States
- Married couples must both qualify for the first mortgage; disclaiming spouses are not allowed
- Meet minimum investment requirements of the greater of \$1,000 or 1% of the purchase (or half of the required down payment if combined with the NSP Move-In-Ready Program)
- Obtain a one to three year home warranty contract (not to exceed \$500 per year)
- Receive no cash back at closing

### Eligible Property

In order to be eligible for the Down Payment Assistance funds, properties must:

- Be a single family home or condominium (condo conversions are not eligible)
- Be located within the City of Phoenix jurisdictional area and, if applicable, within NSP target areas
- Pass a Housing Quality Standards (HQS) inspection
- Pass an Environmental Impact Assessment (provided by the City)

Reservations for funding are limited. To schedule an appointment, contact Community Housing Resources of Arizona at 602-631-9780, ext. 100. To learn more about the Matthew Henson Program, call Rachel Puchi at 602-262-4587.





## City of Phoenix

# Open Doors Homeownership Program

## FACT SHEET

### Program Overview

This program is designed to assist eligible first-time homebuyers with the purchase of an affordable home in the city of Phoenix. Based on need, the program provides a deferred payment loan up to **\$15,000** to assist with down payment and closing costs. Buyers must complete eight (8) hours of Homebuyer Education from a U.S. Department of Housing and Urban Development (HUD) certified housing counseling agency. The down payment assistance program is administered by Community Housing Resources of Arizona, Chicanos Por La Causa or Desert Mission Neighborhood Renewal. Down Payment Assistance funds are offered as a deferred payment loan that:

- Has an interest rate of 0% with no monthly principal payments.
- Is up to \$15,000 with repayment due on sale, change in residency, or refinancing (unless repayment is waived by the city of Phoenix) within the first 15 years of homeownership.
- Is forgiven after 15 years.
- Can be layered with the City of Phoenix HOPE VI and Neighborhood Stabilization Program (NSP) funds.



### Eligible Homebuyer

Participants must:

- Be first-time homebuyers or have a minimum period of 36 months between the dates of the current closing and any previous ownership.
- Own and occupy the property as a primary residence for the term of the loan and maintain the property in compliance with the city of Phoenix Neighborhood Preservation and Zoning Ordinances.
- Participate in pre-purchase counseling, with post-purchase counseling available as needed.
- Have a total annual household income that does not exceed 80% of the Area Median Income (AMI).

Family Size	1	2	3	4	5	6	7	8
80% AMI Income	\$34,650	\$39,600	\$44,550	\$49,500	\$53,500	\$57,450	\$61,400	\$65,350

January 2014, U.S. Department of Housing and Urban Development

- Qualify for a 15-year or 30-year fixed rate, fully-amortizing mortgage with debt ratios that meet current FHA guidelines.
- Buyers must be qualified to spend at least 25% of their monthly income on a mortgage payment with front-end ratios between 25-33% and a total debt ratio that does not exceed 41%.
- Be a permanent legal resident of the United States.
- Minimum investment from buyer of \$1,000 or meet primary lender's requirements, if greater. FHA loans require 3.5% of purchase price as a down payment, which half must come from the homebuyer's own funds and cannot be a gift.
- Obtain a one to three year home warranty contract, not to exceed \$500 per year.
- Receive no cash back at closing. Funds will be paid directly to the Title Company and excess funds will be applied to reduce the first mortgage amount.



## City of Phoenix

### FACT SHEET

#### **Eligible Property**

In order to be eligible for Down Payment Assistance funds, properties must:

- Be a single family home or condominium (condo conversions are not eligible).
- Be located within the city of Phoenix jurisdictional area and, if applicable, within NSP target areas.
- Pass a Housing Quality Standards (HQS) inspection.
- Pass an Environmental Impact Assessment (provided by the city).

Reservations for funding are limited. To schedule an appointment to see if you qualify, contact one of the following loan administration partners:

#### **Chicanos Por La Causa, Inc.**

1112 E. Buckeye Road

Phoenix, AZ 85034

**602-257-0700**

[www.cplc.org](http://www.cplc.org)

#### **Community Housing Resources of Arizona**

4020 N. 20<sup>th</sup> Street, Suite 220

Phoenix, AZ 85016

**602-631-9780**

[www.communityhousingresources.org](http://www.communityhousingresources.org)

#### **Desert Mission Neighborhood Renewal**

9229 N. 4<sup>th</sup> Street

Phoenix, AZ 85020

**602-331-7887**

[www.jcl.com/desert-mission/neighborhood-renewal](http://www.jcl.com/desert-mission/neighborhood-renewal)

To learn more about the City of Phoenix Open Doors Program, call Rachel Puchi at 602.262.4587 or Jauron K. Leefers at 602.262.4423.





*Finished House*

# City of Chandler Community Land Trust First Time Homebuyer's Program



*Our First Homebuyers!*

## You can own a home in Chandler!

Chandler has received a federal grant to help first time homebuyers purchase single family homes within the City.

- Stop Renting
- Build Equity
- Invest in Your Future!

**Call (480) 782-4320 for more info or to attend a free workshop!**



*Backyard Before Rehabilitation*



*Backyard After Rehabilitation*

Chandler has partnered with the Newtown Development Corporation to operate the First Time Homebuyer's Program.

- Affordability - Houses can cost almost half as much. A \$225,000 home was recently purchased for \$145,000!
- Quality - Houses receive extensive, professional rehabilitation. New appliances, complete kitchen remodels, landscaping!
- Support - Assist with initial purchase and ongoing support. Homebuyer counseling, credit repair, down-payment assistance, arranges financing (non-credit score lenders)!

To qualify you cannot have owned a home in the last 3 years and a family of four cannot make over \$80,000. (Income limits vary by family size and funding source)



*Kitchen After Rehabilitation*



511 W. University  
Dr. Tempe, AZ 85281  
(480) 517-1589



**Chandler • Arizona**  
*Where Values Make The Difference*

Neighborhood Resources  
Community Development  
55 N. Arizona Place, St. 310  
Chandler, AZ 85225  
(480) 782-4320  
[www.chandleraz.gov](http://www.chandleraz.gov)







# CITY OF EL MIRAGE

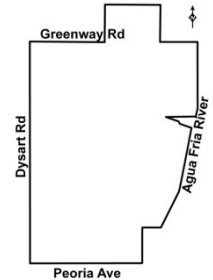
## HOMEBUYER ASSISTANCE PROGRAM

*“Helping you make your homeownership dreams come true”*

### PROGRAM HIGHLIGHTS

- **Amounts Available:** Up to \$10,000 for down payment assistance and/or closing assistance per family. An additional \$5,000 is available, if the house to be purchased is a foreclosed house. An additional up to \$10,000 is available to repair the house. Or at the buyer's option, the homebuyer may pay for the housing repairs at their expensed by including the repair amount into their mortgage loan amount or by paying out of their own funds or the seller may pay for the repairs.
- **Buyer Definition:** Buyer must not have been on title to a home within the past three years (36 months).
- **Education Requirements:** Buyer must attend a home buying education class provided by a participating HUD housing counseling agency.
- **Home Location:** Must be in the El Mirage targeted area per map →
- **Home Type:** The house to be purchased must be vacant or seller-occupied, cannot have a swimming pool, must be not more than 2,000 square feet or exceed a sales price of \$271,050 and must have a Certificate of Occupancy issued of not less than 13 months prior. The house to be purchased can be a regular sale, short sale, foreclosed house, HUD Home, and does not have to be 1% below market.
- **Lien Requirement:** A Deed of Trust will be placed on the property which contains a due-on-sale Promissory Note for the assistance amount.
- **Maximum Income:** Total household income cannot exceed 80% of Area Median Income (AMI) as shown in the chart below:
 

Household Size	1	2	3	4	5	6	7	8
Total Annual Household Gross Income	\$37,350	\$42,650	\$48,000	\$53,300	\$57,600	\$61,850	\$66,100	\$70,400
- **Minimum Contribution:** The buyer must contribute the higher amount of \$1,000 or 1% of the sales price.
- **Mortgage Loan:** Must be able to obtain a mortgage loan from a participating lender.
- **Primary Residence:** Buyer must agree to occupy subject property as his/her primary residence.
- **Ratio for House Payment:** Must not exceed 33% of monthly gross income.
- **Ratio for Total Debts:** Must not exceed 43% of monthly gross income (house payment is included in total debt).
- **Residence Requirement:** Buyer must be a U.S. Citizen or have permanent residency status.
- **Selection Process:** Applicants are served on a first-come, first-served basis for completed applications including all required attachments. The homebuyer must qualify for a minimum mortgage loan of \$50,000.



Note: The City reserves the right to revise as needed and other requirements apply. These federal funds are from the HUD-HOME program which allows more flexibility than other funding sources like NSP (Neighborhood Stabilization Program).

For your path to homeownership or for additional information contact:

Leonard Rivera, Grants Compliance Coordinator

City of El Mirage, 12145 NW Grand Ave El Mirage, AZ 85335

Phone 623-876-2959 TDD 623-933-3258 FAX 623-876-4607 [lriviera@cityofelmirage.org](mailto:lriviera@cityofelmirage.org)

Language translation and reasonable accommodation is available upon request with advance notice.



October 2010



## MESA NSP Program Overview

The U.S Department of Housing and Urban Development's Neighborhood Stabilization Program (NSP) provides funds to every state and certain local communities to acquire foreclosed or abandoned homes and to rehabilitate, resell, or redevelop these homes in order to stabilize neighborhoods and stem the decline of house values of neighboring homes.

### *City of Mesa NSP Homeownership Program Overview*

The City of Mesa is purchasing and rehabilitating homes located in Mesa west of Gilbert Road. These properties will be rehabilitated to HUD and City of Mesa housing standards and specifications for habitability. The rehabilitation may include: roof replacement, new HVAC unit(s), new water heater, new windows (dual pane) with sun screens, insulated exterior doors, new appliances, new flooring, interior and exterior paint, new front yard landscaping, baseboards, additional attic and wall insulation, smoke detectors, and new plumbing, new electrical, and fire sprinklers. All units will undergo an inspection for termites and lead based paint. Once rehabilitated, these properties will be sold to eligible homebuyers for the appraised market value of the property after rehabilitation.

### *Eligible Homebuyer*

Eligible families can earn up to 120% of the area median income (AMI), based on number of persons living in the household. In determining gross household income, all family members over the age of eighteen (18) are considered, as well as other sources of income.

*2014 HUD NSP Income Limits for 120% AMI (effective December 2013)*

Household Size	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
Income	\$52,000	\$59,400	\$66,850	\$74,300	\$80,200	\$86,150	\$92,100	\$98,050

*2014 HUD NSP Income Limits for 50% AMI (effective December 2013)*

Household Size	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
Income	\$21,700	\$24,800	\$27,900	\$30,950	\$33,450	\$35,950	\$38,400	\$40,900

Eligible homebuyers must complete the NSP required eight-hour home-buying counseling from a HUD approved agency, contribute a minimum of 50% of the down payment required by the lender, and secure a thirty (30) year, fixed rate, amortizing loan from a lender. The loans may be a FHA or VA loans.

Eligible homebuyers' housing ratio, also known as front end ratio and defined as total monthly gross income divided by cost of monthly housing expenses (Principal, Interest, Taxes, HOA dues, and Insurances), cannot exceed 31%.

Eligible homebuyers' debt-to-income ratio, also known as back end ratio and defined as total monthly gross income divided by total monthly recurring expenses (Mortgage payment, car payments, student loans, credit card payments, child support payments, alimony payments, and legal judgments), cannot exceed 43%.

### ***Homebuyer Subsidy***

Eligible homebuyers between 120% and 50% AMI, who are participating in this program will receive up to \$5000 in closing costs assistance (does not include the appraisal), and a homebuyer subsidy of \$15,000.00. For eligible homebuyers below 50% AMI, the homebuyer subsidy will be \$30,000.00 and \$5,000.00 in closing cost assistance. The homebuyer subsidy is a no-interest forgivable loan as long as the homebuyer remains in the property for fifteen (15) years from the date of closing. If the homebuyer wishes to leave the property before the fifteen (15) year time period has elapsed, the homebuyer must sell the property and the homebuyer subsidy must be returned as outlined in lien documents. Buyers must maintain the property as their primary residence for a period of fifteen (15) years. The homebuyer is under no circumstances allowed to rent the property during the period of affordability.

Properties are sold on a first-come first-served basis.



City of Phoenix

# Neighborhood Stabilization Program



**Buy a Newly Renovated Home and Receive  
\$15,000 in Buyer Assistance**

**Move-In Ready Homes from the \$120s include:**

- ✓ Energy-efficient systems
- ✓ Improved design finishes
- ✓ Enhanced curb appeal
- ✓ Home warranty



**602-262-6602**  
**phoenix.gov/nsphome**

To be eligible:

- Must have a good credit history and be able to qualify for a 15- or 30-year fixed rate mortgage loan
- Must not be on title of any residential property (you do not have to be a first-time homebuyer)
- Must be a permanent legal U.S. resident
- Able to contribute half of the home's required cash down payment
- Take a two hour one-on-one credit counseling and an eight hour homebuyer education class
- Total household income does not exceed the maximum income guidelines listed below:

Household Size	1	2	3	4	5	6	7	8
Maximum Income (120% AMI)	\$52,000	\$59,400	\$66,850	\$74,300	\$80,200	\$86,150	\$92,100	\$98,050



Neighborhood Stabilization Program





City of Phoenix

# Programa de Estabilización de Vecindarios



**Compre una casa recién remodelada y reciba  
\$15,000 en asistencia de comprador**

**Viviendas listas para mudarse desde los \$120s cuentan con:**

- ✓ Sistemas de energía eficiente
- ✓ Electrodomésticos modernos
- ✓ Garantía de hogar
- ✓ Exteriores atractivos



**602-262-6602**  
**phoenix.gov/nsphome**

Para ser eligible:

- Debe tener un buen historial crediticio y calificar para un préstamo hipotecario de tasas fijas a 15 ó 30 años
- No debe tener título de propiedad de ninguna vivienda (no es necesario ser comprador de vivienda por primera vez)
- Debe residir permanente y legalmente en los Estados Unidos
- Debe contar con recursos para pagar parte del enganche
- Debe asistir a una sesión personalizada de asesoría crediticia de 2 horas y a una clase de educación para el comprador de 8 horas de duración
- El ingreso total de su hogar debe ajustarse a las directrices que se describen a continuación:

Miembros del hogar	1	2	3	4	5	6	7	8
Ingreso total del hogar (120% AMI)	\$52,000	\$59,400	\$66,850	\$74,300	\$80,200	\$86,150	\$92,100	\$98,050



Neighborhood Stabilization Program







## Move-In Ready Program HOMEBUYER GUIDE

The following information will help you navigate the process to open your window to homeownership and become eligible for the NSP assistance funds. For help, please contact Phoenix NSP Customer Advisory Services at **602-262-6602 (800-842-4681 for TDD/TTY service) or e-mail [nsphome@phoenix.gov](mailto:nsphome@phoenix.gov).**

### Eligibility Requirements

- Homebuyer(s) annual household income cannot exceed the amounts below, based on household size (anyone living in the house). In determining income, all wages and other sources of income for all household members age 18 and older are considered. Program income requirements are different than Lender income requirements.

Household Size	1	2	3	4	5	6	7	8
<b>Maximum Household Income (120% of Median)</b>	52,000	59,400	66,850	74,300	80,200	86,150	92,100	98,050

- First mortgage debt to income ratios must be at or below 31 percent / 43 percent - aligned with FHA standard guidelines.
- First mortgage term is 15- or 30- year fixed-rate, fully amortizing.
- Homebuyer contributes half of the required cash down payment out of their own funds.
- Homebuyer cannot be on the title of any residential property.
- Homebuyer(s) must be a legal permanent resident of the U.S.
- Purchase price cannot exceed 95 percent of the FHA mortgage limit for one unit.
- Funds will be secured by a promissory note and recorded subordinate deed of trust.
- Funds will be paid directly to the title company. Excess funds will be applied to reduce the first mortgage loan amount.

### **STEP 1:** Homebuyer contacts the lender of their choice for a home mortgage loan.

- Homebuyer provides income documentation, per the lender's instruction.
- Lender and homebuyer verify the homebuyer(s) income and that the loan meets city program parameters. Good credit is needed to qualify for most loan programs and you must maintain good credit through the process. Don't make any major purchases until after the closing of your home purchase.
- Lender issues a loan pre-qualification package (see page 6), which they forward to the homebuyer's housing counselor.
- Homebuyer follows up with their housing counselor to receive the results.
- Homebuyer continues to check-in with their lender to ensure the lender is providing needed documentation to

**Tip:** Step 1 & 2 can be worked on at the same time.

### **STEP 2:** Homebuyer contacts a HUD certified housing counseling agency to schedule a 2 hour One-on-One Credit Counseling.

- The following documentation is required for every wage earner, 18 years and older, in the household:
  - Most recent three years of tax returns. Not required of family members who are dependents.
  - Most recent 30 days of paycheck stubs.
  - Most recent two months of bank statements, 401k statements, and all asset statements.

4. Other sources of income (i.e. child support, social security, disability, etc.).

HUD Certified Housing Counseling Agencies

Chicanos Por La Causa	1402 S. Central Ave., Phoenix 85004	602-253-0838	<a href="http://www.cplc.org">www.cplc.org</a>
Desert Mission Nbrhd Renewal	9229 N. Fourth St., Phoenix 85020	602-331-5833	<a href="http://www.icl.com/desert-mission/neighborhood-renewal">http://www.icl.com/desert-mission/neighborhood-renewal</a>
Greater Phoenix Urban League	1402 S. Seventh Ave., Phoenix 85007	602-254-5611	<a href="http://www.gphxul.org">www.gphxul.org</a>
Neighborhood Housing Services	1405 E. McDowell Road, #100, Phoenix 85006	602-258-1659	<a href="http://www.nhsphoenix.org">www.nhsphoenix.org</a>
Newtown Community Dev Corp	511 W. University Blvd., #4 Tempe 85281	480-517-1589	<a href="http://www.newtowncdc.org">www.newtowncdc.org</a>
Community Housing Resources of AZ	4020 N. 20 <sup>th</sup> St., #100, Phoenix AZ 85016	602-631-9780	<a href="http://www.communityhousingresources.org">www.communityhousingresources.org</a>

**STEP 3:** Once the homebuyer completes the One-on-One Credit Counseling, the housing counselor prepares and sends the homebuyer's complete pre-qualification packet to Community Housing Resources of Arizona (CHRA), which includes:

- A. Two-part certificate with date the homebuyer completed Step 2.
- B. Pre-qualification letter from the lender
- C. Income documentation
- D. Credit Report

**STEP 4:** Community Housing Resources of Arizona (CHRA) contacts the homebuyer to schedule an appointment to determine the homebuyer's eligibility, once they have a complete pre-qualification packet. Their contact info is 602-631-9780 or [www.communityhousingresources.org](http://www.communityhousingresources.org).

- A. The following documentation is required for every wage earner 18 years or older, in the household:
  1. Most recent three years of tax returns. Not required of family members who are dependents.
  2. Most recent 30 days of paycheck stubs.
  3. Most recent two months of bank statements, 401k statements, and all asset statements.
  4. Other sources of income (i.e. child support, social security, disability, etc.)
- B. If all required documents are not provided to CHRA at the appointment, the homebuyer has 10 days to provide them. If the deadline is missed, the homebuyer will have to schedule another appointment with CHRA.
- C. CHRA will review the pre-qualification packet and issue an eligibility determination, within three days after the appointment. The homebuyer is **NOT** eligible for the program until they receive a letter from CHRA indicating eligibility.

*Tip: In order to avoid extra costs and delays, it is recommended that the homebuyer receive their eligibility letter from CHRA before looking for a home.*

**STEP 5:** Homebuyer contacts their HUD certified housing counseling agency to schedule an 8 hour Homebuyer Education class. Once completed, they'll receive the two-part certificate with dates the homebuyer completed both the One-on-One Credit and the Homebuyer Education class. This step must be completed before closing escrow on a program home.

**STEP 6:** Homebuyer starts to work with a real estate professional to find a property in the "Move-In Ready" program inventory.

- A. Provide the real estate agent with your price and monthly payment expectations, along with a copy of your DU Approval or CLA.
- B. Visit [www.phoenix.gov/nsphome](http://www.phoenix.gov/nsphome) and click on "homes" under Move-In Ready to view the list of available homes. Priced homes are also listed in ARMLS with the term "Phoenix Neighborhood Stabilization Program" in the Realtor Remarks section.
- C. Find your home and enter into a purchase contract with the NSP developer partner.
- D. Include the completed NSP MIR Addenda found in the "Documents" section of the ARMLS listing with the purchase contract.
- E. Contribute half of the required cash down payment. The assistance funds first go to closing costs and then the balance is used to reduce the loan amount. No funds will be returned to homebuyer.

*Tip: Close of escrow will take approximately 60 days from accepted contract, but is dependent on the time it takes the lender to submit the appraisal and final underwriting on the first mortgage, to CHRA.*



**STEP 7:** Homebuyer verifies with their real estate agent that the agent has forwarded a copy of the complete, executed purchase contract to CHRA, 4020 N. 20th St., Suite 220, Phoenix, AZ 85016. Phone: 602-631-9780 and Fax: 602-631-9757.

**STEP 8:** CHRA performs the city's due diligence, as follows:

1. Collects all relevant data and documents.
2. Prepares escrow instructions for the title company.
3. Reviews the HUD Settlement Statement and prepares the NSP assistance loan documents.

***Tip:** An incomplete purchase contract and mortgage lender delays are the most common causes for delays.*

**STEP 9:** Homebuyer ensures the lender has sent all the loan documents to CHRA and the title company, 10 days prior to the close of escrow date. CHRA coordinates with the title company to complete the sale.

- A. Consult with the real estate agent regarding the status of the close of escrow.

**STEP 10:** CHRA contacts the homebuyer to schedule a pre-close session, which includes:

- A. Review of the HUD-1 Settlement Statement that is an itemized list of funds paid at closing, including real estate commissions, fees, and initial escrow (impound) amounts.
- B. Review and signing the NSP loan documents, which CHRA forwards to the city for approval before sending to the title company.

***Tip:** Allow 10 business days for the city to approve and the title company to receive the NSP loan documents and funds.*

**STEP 11:** Homebuyer arranges an appointment with the title company to sign the closing documents for the first mortgage of their new home.

## **CONGRATULATIONS! YOU HAVE JUST BECOME A HOMEOWNER!**

\*Please note that this Guide and hyperlinked documents referenced within can be found at [www.phoenix.gov/nsphome](http://www.phoenix.gov/nsphome) under "Homebuyer, Professional and Community Resources" on the left menu.



\* The \$15,000 city of Phoenix program loan for owner occupants is applied to the closing costs and half of the down payment on the purchase of a program home. Any remaining balance is applied to reduce the principal of the first mortgage loan. The NSP loan is 0% interest with no monthly payment and is forgivable over 15 years.



# **City of Tempe**

## **Community Assisted Mortgage Program**



City of Tempe  
Housing Services Division  
21 East Sixth Street, Suite 214  
Tempe, AZ 85281  
480-350-8950  
480-350-8913, TDD

TEMPE HOUSING SERVICES DIVISION  
COMMUNITY ASSISTED MORTGAGE PROGRAM DESCRIPTION

**1. GENERAL PROVISIONS**

The Community Assisted Mortgage Program (CAMP) was developed to address a number of needs within the City of Tempe. First, the City lacked an affordable homebuyer program for low-income first time households. Secondly, the City seeks to increase the rate of owner-occupancy. Lastly, providing financial incentives to homebuyers encourages reinvestment in Tempe's neighborhoods.

CAMP will provide deferred loans to eligible households that wish to purchase a primary residence within the City of Tempe. Loans are available for down payment assistance and reasonable closing costs. These loans

**2. AMOUNT OF ASSISTANCE BY TARGET AREA**

The City uses two sources of funding to finance CAMP purchases:

*A. HOME Funds*

Up to thirty five thousand dollars (\$35,000.00) is available to households purchasing a home in a city-designated Neighborhood Enhancement Area<sup>1</sup>. Households purchasing homes outside of a Neighborhood Enhancement Area are eligible for up to thirty thousand dollars (\$30,000.00).

*B. CDBG Funds*

Up to 50% of the downpayment amount, but not more than twenty thousand dollars (\$20,000) is available to households purchasing a home in a designated Neighborhood Enhancement Area.

Purchases outside of a Neighborhood Enhancement Area are eligible for up to 50% of the downpayment amount but not more than fifteen thousand dollars (\$15,000).

**NOTE: Participants are not eligible for CDBG funds until all HOME funds set aside for the Program are exhausted. Additionally, the City will not combine HOME and CDBG funds for any home purchase.**

**3. ELIGIBLE USE OF FUNDS**

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<sup>1</sup> Neighborhood Enhancement Areas are defined in General Plan 2020 (currently all neighborhoods north of Alameda Drive in Tempe).

Within the funding limits described above, the City’s contributions may be used for a number of eligible expenses, depending on the source of funds.

- A. HOME funds – within the limits described in Section 2, these funds may be used in any unrestricted combination toward reasonable closing costs and/or the downpayment up to the funding limits described above (depending on applicants’ needs).
- B. CDBG funds – up to \$7,500 in funds for closing costs, and \$20,000 (within Redevelopment Areas) or \$15,000 (outside Redevelopment Areas) for downpayment costs. Regardless of location, the City’s contribution toward the downpayment cannot exceed 50% of the required downpayment amount.

The following table summarizes the subsidy structure described in the previous two sections:

Funding Source	Financing Terms			
	Max subsidy within an RA	Eligible Uses	Max subsidy outside an RA	Eligible Uses
HOME	\$35,000	Closing costs and downpayment – any combination based on need	\$30,000	Closing costs and downpayment – any combination based on need
CDBG	\$27,500	\$7,500 Closing costs	\$22,500	\$7,500 closing costs
		\$20,000 downpayment		\$15,000 downpayment

\* RA – ‘Redevelopment Area’ as defined in the City of Tempe General Plan 2020 – currently all areas north of Alameda Dr.

#### 4. APPLICANT ELIGIBILITY

Participation in the Community Assisted Mortgage Program is voluntary. The eligibility requirements for participation in the program include:

- A. Gross Annual Household Income – HOME and CDBG: regardless of funding source, all applicants’ incomes must be at or below 80% of the area median income (adjusted for household size) for the Phoenix-Mesa-Scottsdale Metropolitan Statistical Area (MSA). These figures are established by the US Department of Housing and Urban Development (HUD), and are updated on a yearly basis.
- B. Completion of a Homebuyer Education Class

Currently, the City has an agreement with one agency to provide this service:

**Newtown CDC**

511 W. University Dr., Suite 4  
Tempe, AZ 85281  
Phone: 480-517-1589  
[www.newtowncdc.org](http://www.newtowncdc.org)

C. First Time Homebuyer (as defined by Federal Housing Administration)

The FHA defines a first-time homebuyer as an individual who has had no ownership in a principal residence during the three year period ending on the date of purchase of the property. This three year period excludes;

- a. A single parent who has only owned a primary residence with a former spouse while married; or
- b. An individual who is a displaced homemaker and has only owned a primary residence with a spouse.



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## Single Family Mortgage Credit Certificate Program Summary of Program Parameters

### How it works

A MCC is a tax credit that reduces your federal tax liability. You receive a tax credit for 20% of your annual mortgage interest payment each year for as long as you own and remain in the house purchased.



\$100,000.00 Loan Amount  
 x 5% Interest Rate  
 \$ 6,000.00 Interest paid 1st year  
 x 20% MCC Credit Rate  
 \$ 1,000.00 Tax Credit  
**Mortgage Credit Certificate Rate : 20%**

### Program Area

City of Tucson, Arizona \*



### Eligible Properties

New or previously occupied single-family homes including detached homes, manufactured housing, condominiums, duplexes, or townhouses within the Program Area.

### Eligible Lenders

Any lending institution located within the state is eligible to provide loans under this Program.

Household Income Limit		
Size of Household	Non-Targeted Area	Target Area
1 to 2 persons	\$72,480	\$73,920
3 or more persons	\$84,560	\$86,240

Purchase Price Limits		
Property Type	Non-Targeted Area	Target Area
1 Unit	\$291,923	\$356,794
2 Units	\$373,707	\$456,754

**Eligible Loans**

Fixed-rate or adjustable rate FHA, VA, and Conventional loans. MCC's are not available with non-taxable mortgage revenue bond loans and veteran bond loans. Only original first mortgage financing is eligible. MCC's cannot be used with 100% seller financing.

**Fee Schedule - Applicant**

City of Tucson -

Program Fee: .75% of final loan amount

Annual Administration Fee: \$100.00

(There are no fees to be paid by the Lender)

Mortgage Credit Certificates are available to first-time homebuyers unless property is in a targeted area or loan is a qualified home improvement loan. The MCC Administrator will not underwrite the loans. Lenders will process the underlying mortgages using standard procedures, with adjustments to those procedures, as needed, in order to satisfy MCC requirements.

**How to apply**

Lenders are to fax the 1003 and purchase contract to Advantage Housing Services at 520-624-1728 (attn: MCC Program Administrator)

The Lender can charge an Applicant only those reasonable fees that would be charged to a client applying for a mortgage without an MCC.

**Program Administration**

Advantage Housing Services LLC ("AHS") is Program Administrator. AHS will process applications and issue MCC's. Questions regarding the Program should be directed to the Program Administrator at:

Advantage Housing Services, LLC

335 N. Wilmot, Suite 420

Tucson, AZ 85711

Phone: 520-882-5591

Fax : 520-624-1728

Source: [www.tucsonida.com/mcc.htm](http://www.tucsonida.com/mcc.htm)



# Continuum of Care Program

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 [portal.hud.gov/hudportal/HUD](https://portal.hud.gov/hudportal/HUD)

Promotes community-wide commitment to the goal of ending homelessness; provides funding for efforts by nonprofit providers and State and local governments to quickly re-house homeless individuals and families to minimize trauma and dislocation; promotes access to and effective utilization of mainstream programs; and optimizes self-sufficiency among individuals and families experiencing homelessness.

**Nature of Program:** Grants offered through a competitive process for new construction; acquisition, rehabilitation, or leasing of buildings to provide transitional or permanent housing; rental assistance; payment of operating costs; supportive services; re-housing services; payment of administrative costs; and grants for technical assistance.

**Applicant Eligibility:** Private nonprofit organizations, states, local governments, and instrumentalities of state and local governments are eligible to apply if they have been selected by the Continuum of Care for the geographic area in which they operate.

**Legal Authority:** Subtitle C of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11381-11389). Regulations implementing the program are expected to be published at 24 CFR 578.

**Note:** The Act to Prevent Mortgage Foreclosures and Enhance Mortgage Credit Availability Act was signed into law on May 20, 2009 (Public Law 111-22). Division B of this new law is the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), which created the Continuum of Care program by combining three current homeless assistance programs.

**Administering Office:** Office of Special Needs Assistance Programs (SNAPS) in the Office of Community Planning and Development, Assistant Secretary for Community Planning and Development, U.S. Department of Housing and Urban Development, Washington, DC 20410-7000.

**Information Source:** Administering office and local HUD field offices. [On the Web](#)

**Current Status:** Being implemented.

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## Down Payment Assistance

FHR homebuyer assistance programs are designed to educate and counsel low to moderate income homebuyers with the purchase of an affordable home

### **ASSISTANCE AVAILABLE-** **3.5% of purchase price UP TO \$3,700**

Homes may be located anywhere in Pima County and the City of Tucson

**Attendance at FHR's Homebuyer Education Class is required PRIOR to signing a purchase contract**

**The purchase contract (or addendum) must contain the language:  
"Sale contingent upon City of Tucson/Pima County environmental clearance"**

**Assistance is only available to households whose incomes are at or below the following limits**

**\*Low-Income = 2014 Maximum Household Income Limits (80% of Median Income)**

1 Person	\$31,950	3 Persons	\$41,050	5 Persons	\$49,250	7 Persons	\$56,550
2 Persons	\$36,500	4 Persons	\$45,600	6 Persons	\$52,900	8 Persons	\$60,200

**Purchase Price Limits: Existing \$130,000 New \$195,000**

#### **Application Process**

- Attend FHR Homebuyer Education Class. Call 318-0993 to schedule
- If actively searching for housing, send in or drop off the information on the attached Eligibility Documents list after attendance at class. Send to [patty@fhrinc.net](mailto:patty@fhrinc.net) or fax to 323-3788
- Lender to forward 1008, 1003, GFE, TIL and purchase contract as soon as it is signed
- See instructions for home inspection on next pages
- FHR requires a minimum of 30 days to process the assistance AFTER all information has been received

**Se habla español**

**Funds are Limited**

Funding provided by the Department of Housing and Urban Development  
through contracts with the City of Tucson and Pima County. (2/14)



## Down Payment Assistance Program Guidelines

- ✓ Homebuyers and their spouses/partners must attend FHR's Homebuyer Education Class
- ✓ Income used to determine eligibility for the loan and the assistance is household income. This income includes the income of all adults who will live in the newly acquired home
- ✓ The homebuyer is required to contribute at least \$1,000 (gifted ok, not by seller, agent, lender)
- ✓ The homebuyers liquid assets may not exceed \$10,000 after contribution to their home purchase
- ✓ The homebuyer must have at least one month's mortgage payment as reserves at closing
- ✓ The homebuyer must not owe any amounts to the City of Tucson for Section 8 or Public Housing
- ✓ Housing ratio minimum 20% maximum 35%; Debt ratio maximum 45%
- ✓ Loans fee limits may include 1% origination and up to \$1,000 in lender fees
- ✓ Lien on the assistance is in the form of 2<sup>nd</sup> lien due upon sale plus 2% interest during first five years
- ✓ The liens will remain in second position. Subordinations require approval by the lien holder (City or County)
- ✓ The assistance may have restrictions with using another layer of down payment assistance. Homebuyer Solutions 4% program may not be combined.
- ✓ The home to be purchased must be owner-occupied or vacant
- ✓ The assisted homebuyer must occupy the home as their primary residence
- ✓ The borrower must arrange for a home inspection to be done by one of the inspection companies listed on the next page. The borrower is responsible for the cost of the inspection. The home to be purchased must meet standards identified by HUD and Local Code. Items identified by the inspector as not meeting these standards must be repaired prior to closing and provision of homebuyer assistance
- ✓ The purchase contract (or addendum) must contain the language **"Sale contingent upon City of Tucson/Pima County environmental clearance"**.
- ✓ Lenders are responsible for obtaining investor approval of the down payment assistance early on in the processing in order to prevent delay at closing
- ✓ Other terms and conditions may apply

## HOME INSPECTION REQUIREMENTS

The homebuyer is required to obtain an inspection from the following list of home inspection companies. The homebuyer is responsible for the cost. These inspectors have been certified by the City/County to complete a Housing Quality Standard (HQS) inspection in addition to the regular home inspection. The HQS inspection is required by the funding source. The property must "PASS" all criteria of the HQS inspection in order to be eligible for down payment assistance.

These companies charge \$245 for the inspection plus .10 per square foot for all homes larger than 1200 sf (only on footage above 1200) and \$70 for any re-inspections.

Inside Out Home Inspections  
721-9575  
[office@insideoutaz.com](mailto:office@insideoutaz.com)

Gama's Quality Home Inspections  
907-5829  
[gamaqhi@comcast.net](mailto:gamaqhi@comcast.net)

The City will be bidding for additional inspectors soon. Contract [cris@fhrinc.net](mailto:cris@fhrinc.net) if you want to be considered.

## Eligibility Documents

Documents needed to determine eligibility of Down Payment Assistance  
After completion of Homebuyer Education Class,  
Email to [patty@fhrinc.net](mailto:patty@fhrinc.net) or fax to 323-3788

- ☼ **2 months recent (concurrent) pay stubs** *for everyone in the household 18 and over, even if they are not going to be on the loan.*
- ☼ **Proof of Income** *for any other income in the household which may include child support (judgment or print out from courts), social security award letters, unemployment, workman's comp, etc.)*
- ☼ **1 months most recent statements** *for all accounts – checking, savings, 401(K), pensions, investments, stocks, bonds, life insurance with cash value prior to death, lump-sum receipts or settlements.*
- ☼ **Picture Id** *for everyone living in the home who is 18 yrs old and over.*
- ☼ **Birth Certificates** *for all household members under 18. If you do not have Birth Certificates you can order them thru the office of Vital Records at the Health Department in your County*
- ☼ **Social Security Cards** *for everyone in the household. If you do not have a social security card you must apply for one at the Social Security Office.*
- ☼ **Income Tax Returns for** *the most recent year including W-2(s), 1099's, 1098,s etc.. Self-employed borrowers are required to bring the most recent 2 years of returns and 1099. If not available, call the IRS for Transcripts at 1-800-8291040.*
- ☼ **Household Budget.** *You can use the attached budget form to list your current expenses. First list your current expenses as a renter, then list what will change as a homeowner.*

NET INCOME	Rent	Own	EXPENSES	Rent	Own
			<b>Health Care</b>		
All Salaries, Wages, & Tips			Medical		
Average Commission Income			Dental		
Average Part-time Work			Prescriptions		
Alimony/Child Support					
Dividends/Interest			<b>Clothing</b>		
Pension/Social Security			New purchases		
Other			Dry Cleaning, Laundry		
<b>TOTAL INCOME</b>			<b>Personal Care</b>		
			Beauty/Barber Shop		
<b>EXPENSES</b>	<b>Rent</b>	<b>Own</b>	Nails		
<b>Shelter</b>			<b>Contributions and Gifts</b>		
Rent or Mortgage Payment			Donations		
Mortgage, Taxes and Insurance			Presents		
Association dues					
Home Maintenance			<b>Recreation</b>		
			Club dues		
<b>Food</b>			Newspapers, magazines, books		
Groceries, beverages			Tapes, CD's		
Cleaning supplies, paper products			Movies		
Food away from home			Hobbies		
Tobacco/alcohol			Sports		
			Vacations		
<b>Utilities</b>			Entertainment		
Gas& Electricity					
Water			<b>Other Expenses</b>		
Garbage, Sewer			Phone, Internet		
			Cable/Satellite Television		
<b>Insurance</b>			Kid's Allowance		
Life			Pets		
Auto			Other services		
Health					
			<b>Obligations</b>		
<b>Transportation</b>			Alimony/Child Support		
Car Payment			Day Care		
Gas & Oil			Babysitting		
Repairs			Credit Card Payments		
Registration			Student Loans		
Taxi, Bus, Carpool/Parking			Other Debt Payments		
			<b>Subtotal Column 2</b>		
<b>Education</b>			(plus Subtotal Expenses Col 1)		
Tuition & Fees			<b>=TOTAL EXPENSES</b>		
Books & Supplies			<b>Totals:</b>	Rent	Own
Special lessons			<b>Total Income</b>		
			<b>Total Expenses</b>		
<b>Subtotal Expenses Column 1</b>			<b>BALANCE</b>		

## **Financial Assistance Program - BOTHANDS**

- Funded by the City of Flagstaff CDBG allocation
- Loan Type: FHA, Conv, VA, Portfolio, etc. (works with most traditional mortgages)
- 1% Req Down or a min. of \$2,000, whichever is greater
- Up to \$15,000 in down payment/closing cost assistance
- Purchase Area – within Flagstaff city limits
- AMI Target – household income must not exceed 80% AMI
- Assistance Avail – First/come, first/served basis. Funds are awarded in May by City Council vote, based on BOTHANDS' application. However, funding is not available until the fall when we get our notice to proceed. Exact timing of the notice to proceed is based on HUD action (and Congress).
- Max AMI – 80% AMI
- Type Purchase – not sure what this means?
- Silent/soft second recorded on property. Assistance is NEVER forgiven and must be repaid if (1) home is no longer owner-occupied, (2) client refinances home and withdraws equity from the home, or (3) home is sold.
- Any educ required – yes, homebuyer education and counseling required
- Program start and end date/period – not applicable – program is ongoing as long as funding is available.
- BFAP Assistance is “gap assistance” in that it fills the space between what a client can qualify for in a mortgage and what is needed to purchase the home. We underwrite the first mortgage to make sure it meets our guidelines and that the housing and debt-to-income ratios meet our program requirements. Then, the BFAP assistance fills the gap between the mortgage/buyer contribution and the total funds to close, up to \$15,000 in max assistance.
- Assistance is recorded as a lien on the property. It is never forgiven. It is paid back based on an equity-share model. We take the percent of assistance to the purchase price and when the home is sold or assistance is paid off the owner would pay back either the original amount of assistance or (if there is appreciation) a percent of the sales price (that percentage is the percentage of assistance to purchase price that was calculated initially).





PROGRAM	Neighborhood Stabilization Program	Vet and First respond	NUEVA VILLA	Neighborhood Stabilization Program	OPEN DOORS	Mathew Henson	MCHAMP Maricopa County Homebuyer Assistance Program
Administrator:	CPLC	CPLC	CPLC	City of Phoenix	City of Phoenix	City of Phoenix	Banks administrator
EXAMPLE LOAN	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
SAMPLE LOAN TYPE :	FHA	FHA	FHA	FHA	FHA	FHA	FHA
% Req Down W/Program	3.50%	3.50%	3.50%	1.75%	1.75%	1.75%	1.00%
DOWN PAYMENT:	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 1,750.00	\$ 1,750.00	\$ 1,750.00	
Purchase	Program Inventory	Program Inventory	Program Inventory	Program Inventory	Phoenix Area	Phoenix Area	See list below
Assistance available:	Closing cost	Closing cost	Closing cost	15,000	15,000	up to 8,500	up to 14,999
MAX AMI	120%	80%	120%	120%	80%	80%	80%
Type purchase:	Program Inventory	Program Inventory	New Builds (130-160)	NSP Inventory	Phoenix Jurisdiction	Phoenix Jurisdiction	See list for cities
Lein (retention period)	15 yr retention period	15 yr retention period	5yr retention period 20% per yr	***years 1-4-Zero forgiveness , 5th anniversary-\$5,000 forgiven, \$1,000 forgiven each year thereafter until fully forgiven at the end of 15 years, Balance is due when buyer sells or moves out, prior			5 yrs (forgivable after 5 yrs)
2 HR 1-1 REQUIRED	YES	YES	YES	YES	YES	YES	(recommended)
8 HR HBE REQUIRED	YES	YES	YES	YES	YES	YES	YES
Source:	www.cplc.org						WWW.phoenix.gov/residents/stabilization/insp/index.html

PROGRAM	AHP - slated for 15 properties @Villa Nueva	WISH/IDEA Program	Neighborhood Stabilization Program	HOME PROGRAM	Home in 5	FREDDIE MAC (must present coupon w/offer)	Fanniema
Administrator:	Member Banks	Member Banks	City of Mesa	City of Mesa	Member Banks	INVESTOR	INVESTOR
EXAMPLE LOAN	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
SAMPLE LOAN TYPE :	FHA - YES GIFTED OR GRANTED	FHA	FHA	FHA	FHA	FHA	FHA
% Req Down W/Program	up to:	up to:	3.50%	3.50%	3.50%	3.50%	3.50%
DOWN PAYMENT:	\$ 1,000.00	\$ 5,000.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Purchase	Maricopa County	Maricopa County Area	Program Inventory	Mesa Area	Phoenix Area	Freddie Inventory	Freddie Inventory
Assistance available:	up to 15,000	up to 15,000	15% up to 15,000	15% up to 15,000	up to 5%	Closing cost	
MAX AMI	80%	80%	120%	80%	Income up to \$88,340	NO AMI limits	NO AMI limits
Type purchase:	Maricopa County	Maricopa County	NSP Inventory	Mesa Area (max 145K)	Maricopa County	Freddie Inventory	Honepath Inventory
Lein (retention period)	5yr retention period 20% per yr	5yr retention period 20% per yr	15 yr retention period	15 yr retention period	Full grant - NO LEIN	Full grant - NO LEIN	Full grant - NO LEIN
2 HR 1-1 REQUIRED	YES	YES	YES	YES	(recommended)	(recommended)	(recommended)
8 HR HBE REQUIRED	YES	YES	YES	YES	YES	YES	YES
Source:	www.fhlbsf.com	www.fhlbsf.com	www.yourmesahome.com	www.phoenixida.com	www.homesteps.com	www.homesteps.com	www.honepath.com

\*\*\*THIS IS FOR INFORMATIONAL PURPOSES ONLY, VERIFICATION REQUIRED, SUBJECT TO CHANGE AT ANY TIME, MAY BE UNABLE TO COMBINE SUBSIDY PRODUCTS.





### **How to apply for a Habitat for Humanity house**

**[habitat.org /getinv/apply.aspx](http://habitat.org/getinv/apply.aspx)**

If your family, or a family you know, is in need of decent, affordable housing, please contact your local Habitat for Humanity to apply. The local Habitat affiliate will explain the application process and provide information on the availability, size and cost of Habitat homes in your area. To find the Habitat affiliate serving your area, use our online search tool or call our help line at **1-800-422-4828**.

Each Habitat affiliate selects “partner families” to become Habitat homeowners. Habitat for Humanity follows a nondiscriminatory policy of family selection. Neither race nor religion is a factor in choosing partner families. Partner families are always selected based on their level of need, ability to pay and willingness to partner.

Applicants are required to meet several qualifications to ensure success. Each Habitat affiliate has its own guidelines. In general, prospective homeowners must:

- Be citizens or legal residents.
- Prove steady income.
- Have good credit.

Earn a monthly income that falls within minimum and maximum limits, depending on household size.

- Sustain a savings account over a specified period of time.
- In addition, each partner family will be required to:
- Invest sweat-equity hours in building his/her home and others.
- Make an affordable down payment.
- Make timely mortgage payments.
- Attend homeowner education classes.





## ***Home in Five Advantage*** **Mortgage Origination Program**

The Industrial Development Authority of the County of Maricopa and The Industrial Development Authority of the City of Phoenix, Arizona have joined together to help homebuyers obtain FHA, VA, or USDA-RD loan financing to purchase a home anywhere in Maricopa County, including the city of Phoenix. Through the *Home in Five Advantage* program, individuals or families who qualify would be able to obtain a 30-year fixed rate loan, with a non-repayable 5% down payment/closing cost assistance grant, with special incentives for qualified United States military personnel.

**Financing for these loans is available on new or existing homes, condominiums, townhouses or manufactured homes on a first-come, first-served basis, only through the Participating Lenders listed below.**

### **Homebuyer Eligibility**

- Buyers must have a minimum FICO credit score of 640 and maximum 45 debt-to-income (DTI) ratio.
- Standard loan guidelines exist for qualification (i.e., adequate income, acceptable credit, and down payment requirement).
- All buyers must attend a homebuyer education course, obtain a certificate of completion, and receive a home inspection. Homebuyers may find a list of HUD approved Housing Counseling agencies who offer the Pre-purchase Homebuyer Education course on the HUD.gov website – [www.HUD.gov/State Information/Arizona/Talk to a Housing Counselor](http://www.HUD.gov/State%20Information/Arizona/Talk%20to%20a%20Housing%20Counselor)

### **Program Eligibility**

- Homebuyers may purchase a home **anywhere** in Maricopa County, including in the city of Phoenix.
- Buyers must occupy the home as their principal residence within 60 days of closing.
- The program may only be used to purchase a home (i.e., no refinancing).

### **Income Limits for Eligible Borrowers**

- Maximum credit qualifying income may not exceed \$88,340 for **ALL** borrowers.

### **Purchase Price Limit**

- Maximum purchase price limit for this program is \$300,000.

## **Special Incentives for Qualified United States Military Personnel**

- Down payment/closing cost assistance of an additional 1% for a total of 6%.

"Qualified United States Military Personnel" include Qualified Veterans, active duty United States military, active United States Reservists, and active members of the National Guard.

A "Qualified Veteran" is a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable (as provided in 38 U.S.C. Section 101).

## **Down Payment Assistance**

- All homebuyers qualifying for down payment assistance will receive 5% of the original loan amount to be used for down payment and closing cost assistance.
- Qualified United States Military Personnel will receive 6% of the original loan amount.
- **THIS ASSISTANCE IS A GRANT AND DOES NOT REQUIRE REPAYMENT.**

## **How to Apply for a Mortgage Loan**

Contact a Participating Lender for details on applying for a *Home in Five Advantage* mortgage loan and securing the down payment assistance.

## **Participating Lenders**

(Below are links to a list of names of the Participating Lenders.)

**Click on each link below for loan officer contact information.**

[\*\*Bay Equity Home Loans\*\*](#)

[\*\*Citywide Home Loans\*\*](#)

[\*\*Everett Financial, Inc., \(dba Supreme Lending\)\*\*](#)

[\*\*Primary Residential Mortgage\*\*](#)

[\*\*Alliance Financial Resources\*\*](#)

[\*\*OnQ Financial, Inc.\*\*](#)

[\*\*Movement Mortgage\*\*](#)

[\*\*Homeowners Financial Group\*\*](#)

[\*\*Evergreen Moneysource Mortgage \(dba Evergreen Home Loans\)\*\*](#)

[\*\*Cornerstone Mortgage\*\*](#)

Sun American Mortgage Company

**New Penn Financial, LLC**

**US Bank**

**Waterstone Mortgage**

**Gencor Mortgage**

**Prospect Mortgage**

**HomeBridge Financial Services, Inc.** (formerly Republic Estate Mortgage Network)

American Pacific Mortgage

**Republic Mortgage Home Loans**

**K. Hovnanian American Mortgage**

**New American Funding (dba Broker Solutions, Inc.)**

Land Home Financial Services

All Western Mortgage, Inc.

**MidFirst Bank**

Cherry Creek

**Wallick & Volk**

**DHI Mortgage**

International City Mortgage, Inc.

**New West Lending**

Cobalt Mortgage, Inc.

BNC National Bank

**Guild Mortgage**

**Envoy Mortgage**

**Wells Fargo Home Mortgage**

**Fairway Independent Mortgage Corporation**

W J Bradley Mortgage Capital LLC

**Stearns Lending**

**Pinnacle Capital Mortgage Corporation**

Sunstreet Mortgage LLC

**People's Mortgage**

First Continental Mortgage

Pulte Mortgage

Sacramento 1st Mortgage (dba Comstock Mortgage)

**LoanDepot (dba iMortgage)**

**American Mortgage & Equity Consultants, Inc.**

**Castle & Cooke Mortgage**

**LendSmart Mortgage, LLC**

Shea Mortgage



**Universal American Mortgage Company (UAMC)**

**AmeriFirst Financial, Inc.**

Nationstar Mortgage

**LHM Financial (dba CNN Mortgage, Inc.)**

First Option Mortgage, LLC (dba First Option Lending)

GSF Mortgage

**PrimeLending**

**Academy Mortgage**

**Sun West Mortgage Company**

**VIP Mortgage**

**Nova Home Loans**

**National Bank of Arizona**

Participating Lenders will provide specific APR information as required by law.

### **How Do You Become a Participating Lender in the Program?**

In order to become a participating lender in the *Home in Five Advantage* mortgage origination program, participants must be a mortgage banker and become an approved lender with master servicer, US Bank Home Mortgage. In addition, lenders must be an FHA, VA, and USDA-RD approved mortgagee.

If you meet these qualifications and would like to become a Participating Lender in the *Home in Five Advantage* mortgage origination program, please execute and return the Lender Agreement, the US Bank Lender Contact Information Sheet found below, and a lender participation fee of \$2,000 (check made payable to "Raymond James & Associates, Inc."). The lender participation fee is an annual fee through August 31<sup>st</sup> of each year as long as the program remains in effect. Please return the requested items to Stacy Houston at Raymond James, 5956 Sherry Lane, Suite 1900, Dallas, TX 75225.

**Lender Information Worksheet (DOC)**  
**Lender Agreement**

Revised March 14, 2014

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### **How Can I Get More Questions Answered?**

Additional information can be obtained by contacting one of the Participating Lenders listed above or by calling the Phoenix IDA at **(602) 534-9655** or the Maricopa County IDA Hotline at **(602) 506-7294**

# Home Loan Assistance For First Time Home Buyers

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 [downpaymentassistancearizona.com/first-time-home-buyers-program/](https://downpaymentassistancearizona.com/first-time-home-buyers-program/)

## **Newtown Community Development Corporation: Individual Development Account for first time home buyers**

Eligible first time home buyers may receive IDA funds, a down payment assistance (DPA) grant up to \$15,000 toward the purchase of a primary residence in Maricopa County. IDA funds are only available to homebuyers who are also using one or more of the following programs:

- Newtown Community Land Trust program (Chandler, Glendale, Scottsdale or Tempe)
- Other Newtown sponsored down payment assistance (DPA) programs; (i.e., NSP-DPA, HOME-DPA, ADDI)

IDA funds are a 3-to-1 matching program with a maximum match of \$15,000 (for example, homebuyer saves \$5,000 to receive the maximum amount of \$15,000). Funds may be used toward down payment and/or reasonable and customary closing costs. The grant funds are provided by the Federal Home Loan Bank of San Francisco, through a member bank, and are secured by a 5-year Retention Agreement (not mortgage lien) that is recorded against the property; and whereby the homebuyer agrees to remain an owner-occupant of the property for a period of five (5) years. If the homebuyer does not remain the owner-occupant, the homebuyer must repay a pro-rata portion of the grant assistance.



# Arizona Housing Finance Authority 2013 “Home Plus” Mortgage Loan Program

Revised March 13, 2014



**Program Benefit:** The Arizona Housing Finance Authority (AzHFA) “Home Plus” Mortgage Loan Origination Program will provide a competitive 30-year fixed-rate mortgage with a down payment assistance (DPA) grant equal to 4.00% of the mortgage amount to qualifying low and moderate income homebuyer families throughout the State of Arizona, though excluding Maricopa County and Pima County.

**Program Mortgage Loan Rate:** The loan rate will be slightly above market rate and will change periodically to stay competitive with the market.

**Program Downpayment Assistance (DPA):** Each homebuyer family will receive a non-repayable DPA grant for down payment and closing costs equal to 4.00% of the initial principal balance of the mortgage loan. DPA is funded by AzHFA at mortgage loan closing.

**Special Incentives for Qualified United States Military Personnel:** Qualified United States Military Personnel, including Qualified Veterans, active duty United States military, active United States Reservists, and active members of the National Guard may receive an additional 1% of DPA assistance for a total of 5% of the mortgage amount, when using an eligible Home Plus loan.

**Eligible Mortgagors:** The normal tax-exempt bond or MCC program requirements - income and purchase price limit, first-time homebuyer requirement, and “Recapture Tax” provision will not apply, unless the borrower chooses to obtain an MCC. AzHFA has established the following requirements for eligible homebuyers:

- 1) **No First-time Homebuyer Requirement**
- 2) **Maximum “Credit Qualifying” Income:** See current Income Limits
- 3) **Maximum Home Purchase Price:** See current Purchase Price Limits

**Note:** AzHFA is also offering a Mortgage Credit Certificate (MCC) program, with additional requirements and benefits, that may be used in conjunction with the Home Plus Program. Please see the separate MCC information sheet.

**Eligible Loans:** FHA, VA, or USDA-RD, all 30-year, fixed rate and poolable into GNMA Certificates. Minimum 640 FICO score, maximum 45% debt-to-income (DTI) ratio. Minimum 660 FICO score for manufactured housing— and must meet other FHA requirements. All homebuyers are required to complete homebuyer education, either through the MGIC online course at: [www.mgichome.com](http://www.mgichome.com) or through another HUD-approved homebuyer education provider. A third-party home inspection is required for the homebuyers. Loans must be “underwriter certified” within 15 days of loan reservation, closed within 45 days, and purchased by the Servicer within 70 days. Refinance loans are not permitted.

**Eligible Loan Area:** Mortgage loans under the Program may be made to qualifying borrowers throughout the State of Arizona, excluding Maricopa County and Pima County.

**Participating Lenders:** Must be approved by AzHFA and the Servicer, sign a Participating Lender Agreement with the Servicer, sign a Mortgage Origination Agreement with AzHFA, and receive webinar training from the Administrator, eHousingPlus, and the Servicer.

**For More Information:** Please contact Carl Kinney, AzHFA Administrator, at [carl.kinney@azhousing.gov](mailto:carl.kinney@azhousing.gov), or 602-771-1091.

# HOME PLUS

## Income and Purchase Price Limits (Revised)

Effective March 7, 2014

### HOUSEHOLD INCOME LIMITS

Location	1 or 2 Persons	3 or More Persons
Coconino County	\$62,100	\$71,415
Pinal County	\$63,100	\$72,565
All Other Counties	\$58,800	\$67,620

### PURCHASE PRICE LIMITS

County	Maximum Purchase Price
Apache County	\$256,329
Coconino County	\$410,126
Gila County	\$296,202
Mohave County	\$293,923
Navajo County	\$281,392
Pinal County	\$315,569
Yavapai County	\$355,443
All Other Counties	\$247,032

Note: Increased Income and Purchase Price limits may apply in targeted census tracts. See website for information.

**Home  
About  
Down Payment Assistance  
USDA Loans  
FHA 203K  
HomePath® Arizona  
Mortgages  
Contact**



#### **HomePath® Arizona**

We offer to Arizona home buyers, **HomePath® financing**, a special home loan to finance the sale of its Fannie Mae's current real estate owned (REO) properties across the country.

Special features of the HomePath® financing program in Arizona include lower down payments and relaxed requirements which means that more home shoppers can become homebuyers.

HomePath® financing also helps real estate agents to sell more homes!

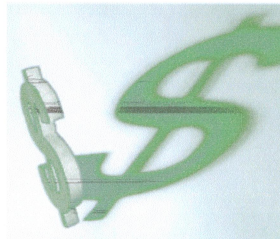
Here are the **key benefits of a HomePath® financing Loan**:

- Only 3% down required on a primary residence\*
- No mortgage insurance required\*\*
- No property appraisal required
- Only 10% down on 1-unit investment properties
- Allows investors to finance up to ten properties

I have been specially trained to handle the specific requirements of an REO transaction. I'll keep the process smooth and stress-free, for you and your clients.

**Contact me today to learn more about HomePath® financing here.**

\*Credit restrictions apply. \*\*Ask us about the loan cost details.



#### **\$100 Down FHA Mortgage Maricopa County, Pinal County, Arizona**

New \$100 down payment  
FHA & HUD home buyer  
incentives makes  
homeownership more  
affordable.

[Learn More»](#)

#### **FHA 203k Arizona Maricopa County, Pinal County, Arizona**

The FHA 203k mortgage  
can be used for the  
rehabilitation and repair of  
1-4 Family, owner  
occupied, properties.

[Learn More»](#)



#### **Arizona First Time Home Buyers Maricopa County, Pinal County, Arizona**

Did you know there  
are still some great  
mortgage programs  
available to first time  
home buyers?

[Learn More»](#)



Arizona Down Payment Assistance and USDA Loans

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## **IDEA Program**

- Loan Type: FHA, Conv, VA, Portfolio, etc. (works with most traditional mortgages)
- 1% Req Down or a min. of \$2,000, whichever is greater
- Up to \$15,000 in down payment/closing cost assistance
- Purchase Area – within 30 miles of **Flagstaff** city limits
- AMI Target – household income must not exceed 80% AMI
- Assistance Avail – depends on funding through partner banks (National Bank, Alliance Bank) Funds are awarded to bank partners in March/April annually. Used on a first-come/first-served basis.
- Max AMI – 80% AMI
- Type Purchase – not sure what this means?
- Silent/soft second recorded on property. Assistance is forgiven over 5-year ownership period. At end of 5 years lien is released.
- Any educ required – yes, homebuyer education and counseling required
- Program start and end date/period – not applicable.
- Savings program for families who are not purchase-ready. Client commits to contributing to special savings account with a partner bank for a min. of 10 months and up to 3 years while they prepare for homeownership. At end of savings period, savings are matched 3:1. Up to \$5,000 of buyer funds matched with up to \$15,000 of assistance funds. Assistance is paid directly to the title company on behalf of the client. Program may be layered with BFAP (BOTHANDS Financial Assistance Program).





## City of Phoenix

# Matthew Henson Homeownership Program

### Program Overview

Designed to assist eligible first-time homebuyers with the purchase of an affordable home in Phoenix, this program provides a deferred payment loan of **\$8,500** to assist with down payment and typical buyer closing costs. Buyers must complete 8 hours of Homebuyer Education from a U.S. Department of Housing and Urban Development certified housing counseling agency. The down payment assistance program is administered by Community Housing Resources of Arizona. Down Payment Assistance funds are offered as a deferred payment loan that:

- has an interest rate of 0% with no monthly principal payments.
- is \$8,500 with payment due on sale or refinance within the first 5 years of homeownership
- is forgiven after 5 years.
- can be layered with City of Phoenix Neighborhood Stabilization Program (NSP) Move-In-Ready or NSP Homeownership Assistance loan when NSP eligible property is purchased.

### Eligible Property

In order to be eligible for Down Payment Assistance funds, properties must:

- be a single family home or condominium (condo conversions are not eligible).
- be located within the City of Phoenix and, if applicable, within NSP target areas.
- pass a Housing Quality Standards inspection.
- pass an Environmental Impact Assessment (provided by the city).



### Eligible Homebuyer

Participants must:

- be first-time homebuyers or have a minimum period of 36 months between the dates of the current closing and any previous ownership.
- own and occupy the property as a primary residence for the term of the loan and maintain the property in compliance with the City of Phoenix Neighborhood Preservation and Zoning Ordinances.
- participate in pre-purchase and post-purchase counseling and schedule an appointment to apply for the assistance with Community Housing Resources of Arizona, 4020 N. 20<sup>th</sup> St., Suite 220, Phoenix, AZ 85016 602.631.9780 ext. 100.
- have a total annual household income that does not exceed 80% of the Area Median Income (AMI).

Family Size	1	2	3	4	5	6	7	8
<b>80% AMI Income</b>	<b>\$37,200</b>	<b>\$42,500</b>	<b>\$47,800</b>	<b>\$53,100</b>	<b>\$57,350</b>	<b>\$61,600</b>	<b>\$65,850</b>	<b>\$70,100</b>

December 2012, U.S. Department of Housing and Urban Development

- qualify for a 15-year or 30-year, fixed rate, fully-amortizing mortgage with debt ratios that meet current FHA guidelines.
- be a legal United States resident.
- married couples must both qualify for the first mortgage; disclaiming spouses are not allowed.
- meet minimum investment requirements of the greater of \$1,000 or 1% of the purchase (or half of the required down payment if combined with the NSP Move-In-Ready or NSP Homeownership Assistance Program),
- obtain a one to three year home warranty contract, not to exceed \$500 per year.
- receive no cash back at closing.

Reservations for funding are limited. **Contact Community Housing Resources of Arizona at 602-631-9780 ext. 100 to schedule an appointment to apply for assistance.**





## MORTGAGE CREDIT CERTIFICATE PROGRAM

The Arizona Housing Finance Authority (AzHFA) is implementing a new first-time homebuyer Mortgage Credit Certificate (MCC) Program which may be used in conjunction with the "Home Plus" program. The MCC Program operates as federal income tax credit which reduces the borrower's income tax liability and in effect creates additional income for the borrower. This program is offered through participating lenders and is available in all counties of Arizona EXCEPT Maricopa and Pima Counties.

AzHFA is sponsoring the MCC Program as a means of providing additional housing assistance for low and moderate income families. An MCC operates as a federal income tax credit for an eligible borrower. It reduces the borrower's federal income tax liability and, in effect, creates additional income for the borrower to use in qualifying for and making a monthly mortgage payment. The annual amount of the federal income tax credit under the Program is 50% of the annual interest paid or accrued on the mortgage loan for the residence up to a maximum of \$2,000 per year.

Example:	\$120,000 Mortgage loan amount
	<u>x 4% Interest rate</u>
	\$ 4,760 Approximate interest paid 1 <sup>st</sup> year
	<u>x 50% MCC credit rate</u>
	\$ 2,380 Calculated credit
	\$ 2,000 Maximum annual federal income tax credit available

The amount of the federal income tax credit that can be claimed each year cannot exceed the borrower's annual federal income tax liability, after all other credits and deductions, and cannot exceed the maximum credit of \$2,000 in any year. The itemized deduction for mortgage interest will be reduced by the amount of the tax credit. Unused tax credits under the program can generally be carried forward three years for federal income tax purposes. The benefits of the MCC are available for the life of the original mortgage loan as long as the borrower occupies the property as their primary residence.

The MCC recipient must be a first-time homebuyer and plan to occupy the property as their primary residence. Prior ownership of a home within the last three years disqualifies the applicant as a first-time homebuyer unless the property is located in certain "target area" census tracts.

MCCs under the MCC Program can be used with fixed-rate FHA, VA, USDA-RD and Conventional loans, but an MCC cannot be issued to a borrower who is refinancing an existing mortgage. An MCC cannot be combined with a Mortgage Revenue Bond (MRB) program or used with 100% seller financing.

AzHFA will charge a program fee of 1% of the first mortgage loan amount as a one-time administration charge, payable at the time of loan closing.

**Benefits:**

- The MCC may reduce the borrower's federal income tax liability
- May be used with an additional homebuyer assistance program, including the Home Plus program, but cannot be used with an MRB loan.
- Must be used with a fixed-rate loan
- Eligible units include new or previously occupied single family homes, condos, townhouses, permanently affixed manufactured housing (FHA insurable)

**Program Keys:**

- Must be a first-time homebuyer and plan to occupy as primary residence
- Required to complete a homebuyer education class
- Must meet program's purchase price and income limits
- 1% MCC Fee to be collected at mortgage loan closing

**Household Income:**

The MCC Program's income limit is based on **HOUSEHOLD INCOME**, which includes the income of borrower, spouse and the income of all who will reside in the home 18 years of age or older.

**Recapture:**

When an MCC recipient chooses to sell his or her home, a Recapture Tax may apply if all of the following occur:

- The property is sold within the first nine years of ownership; and
- A profit is made on the sale of the home; and
- The owner's income exceeds the then allowable limits at the time of sale.

**HOUSEHOLD INCOME LIMITS**

Location	1 or 2 Persons	3 or More Persons
Coconino County	\$62,100	\$71,415
Pinal County	\$63,100	\$72,565
All Other Counties	\$58,800	\$67,620

**PURCHASE PRICE LIMITS**

County	Maximum Purchase Price
Apache County	\$256,329
Coconino County	\$410,126
Gila County	\$296,202
Mohave County	\$293,923
Navajo County	\$281,392
Pinal County	\$315,569
Yavapai County	\$355,443
All Other Counties	\$247,032

Note: Increased Income and Purchase Price limits may apply in certain "targeted area" census tracts. See AzHFA website for additional information.

**Lenders must sign an MCC Lender Participation Agreement with the AzHFA to be able to offer the MCC program.**

## Annual Income Level

Income Level (AMI)	1 person (\$)	2 person (\$)	3 person (\$)	4 person (\$)	5 person (\$)
60%	26,520	30,300	34,080	37,860	40,920
80%	35,350	40,400	45,450	50,500	54,550

Effective 4/2013

Eligible Cities/Towns:
Buckeye El Mirage Goodyear Gila Bend Guadalupe Litchfield Park Queen Creek Tolleson Wickenburg Youngtown
Unincorporated Maricopa County

Homes must be located in the Maricopa County Urban County communities as listed above.

Questions? [HOME@mail.maricopa.gov](mailto:HOME@mail.maricopa.gov)



### mcHAP Application Process:

Lender submits to MCHSD an original completed mcHAP Lender application, mcHAP Household application, and all information and required documents (copies). Applications and checklist located at:

<http://myhds.maricopa.gov/Divisions/Community-Development/News-and-Notices.aspx>

MCHSD reviews applications and supporting documentation once a complete application is submitted to our office.

MCHSD conducts an HQS inspection. If the buyer is eligible and the home passes inspection, MCHSD obligates required HOME funds by written agreement with Buyer.

Lender schedules a closing date and sends MCHSD the Closing Notification with a HUD -1 at least ten days prior to close of escrow for MCHSD approval.

MCHSD sends closing documents for recording to the title company with a check made payable to the title company in the amount identified on the MCHSD promissory note and the HUD-1.

### **Submit complete mcHAP Applications to:**

Maricopa County Human Services Department  
 234 N. Central Avenue, 3<sup>rd</sup> Floor,  
 Phoenix, Arizona 85004  
 Desk: 602-372-1528 TDD: 602-506-4802

# Homebuyer Assistance Program (mcHAP)



**Maricopa County Homebuyer Assistance Program (mcHAP) Human Services – Community Development Division (MCHSD) program that is funded by the HUD HOME Investment Partnership Program.**



Applicable to the Maricopa County Human Services Department Community Development Division

## DOWN PAYMENT ASSISTANCE

### How Do I Qualify?

#### As a Potential Buyer:

- Your total gross household income must not exceed 80% AMI.
- You must occupy the property as your primary place of residence.
- You must not have owned a home or been on title of a home within the last three years.
- You must complete a HUD approved homebuyer 8-hour counseling class.
- You must receive the maximum first mortgage loan for which you qualify.
- Homebuyer must be a legal permanent resident.
- You must contribute a minimum of 1% of the purchase price from your own funds.



### What Are The Terms?

- Down payment and closing cost assistance up to \$14,999.
- Home must be located in the Urban County eligible communities.
- Deferred/Forgiven loan at zero percent interest, if buyer stays in the home for five consecutive years.
- If you sell, pay off the first mortgage, or no longer occupy the property as primary residence, then the loan is due and payable.
- Funds will be secured by a promissory note and recorded subordinate deed of trust.
- Purchase price cannot exceed \$210,425 set by MCHSD annually.
- Homebuyer suitability front-end ratio 31% / back-end ratio 43%-aligned with FHA standard guidelines.
- Funds will be paid directly to the title company.
- Recommend at least a 30-day escrow period.

### *What Steps Do I Need To Take?*

- The homebuyer is to contact a licensed lender of their choice.
- The lender and homebuyer will verify the household income with 3-months of pay stubs and verify all assets. The applicant cannot have more than \$10,000 in liquid assets and must maintain good credit standing throughout the process.
- The lender will complete the mCHAP lender application and checklist items.
- The homebuyer will complete the mCHAP household application.
- After meeting with lender, you will contact a real estate agent to locate a property in the urban County community that meets all of the property requirements:
  - ◆ No Pool
  - ◆ Currently vacant or occupied by seller/owner. Must not have been vacated by the previous renter within the last 30 days
  - ◆ Free from health & safety defects and LBP
- Find a home and enter into a purchase contract (**Note:** The contract must include standard HUD environmental review requirements language).
- Lender submits complete application and documents to MCHSD.





## City of Phoenix

# Open Doors Homeownership Program

## FACT SHEET

### Program Overview

This program is designed to assist eligible first-time homebuyers with the purchase of an affordable home in the city of Phoenix. Based on need, the program provides a deferred payment loan up to **\$15,000** to assist with down payment and closing costs. Buyers must complete eight (8) hours of Homebuyer Education from a U.S. Department of Housing and Urban Development (HUD) certified housing counseling agency. The down payment assistance program is administered by Community Housing Resources of Arizona, Chicanos Por La Causa or Desert Mission Neighborhood Renewal. Down Payment Assistance funds are offered as a deferred payment loan that:

- Has an interest rate of 0% with no monthly principal payments.
- Is up to \$15,000 with repayment due on sale, change in residency, or refinancing (unless repayment is waived by the city of Phoenix) within the first 15 years of homeownership.
- Is forgiven after 15 years.
- Can be layered with the City of Phoenix HOPE VI and Neighborhood Stabilization Program (NSP) funds.



### Eligible Homebuyer

Participants must:

- Be first-time homebuyers or have a minimum period of 36 months between the dates of the current closing and any previous ownership.
- Own and occupy the property as a primary residence for the term of the loan and maintain the property in compliance with the city of Phoenix Neighborhood Preservation and Zoning Ordinances.
- Participate in pre-purchase counseling, with post-purchase counseling available as needed.
- Have a total annual household income that does not exceed 80% of the Area Median Income (AMI).

Family Size	1	2	3	4	5	6	7	8
<b>80% AMI Income</b>	<b>\$34,650</b>	<b>\$39,600</b>	<b>\$44,550</b>	<b>\$49,500</b>	<b>\$53,500</b>	<b>\$57,450</b>	<b>\$61,400</b>	<b>\$65,350</b>

January 2014, U.S. Department of Housing and Urban Development

- Qualify for a 15-year or 30-year fixed rate, fully-amortizing mortgage with debt ratios that meet current FHA guidelines.
- Buyers must be qualified to spend at least 25% of their monthly income on a mortgage payment with front-end ratios between 25-33% and a total debt ratio that does not exceed 41%.
- Be a permanent legal resident of the United States.
- Minimum investment from buyer of \$1,000 or meet primary lender's requirements, if greater. FHA loans require 3.5% of purchase price as a down payment, which half must come from the homebuyer's own funds and cannot be a gift.
- Obtain a one to three year home warranty contract, not to exceed \$500 per year.
- Receive no cash back at closing. Funds will be paid directly to the Title Company and excess funds will be applied to reduce the first mortgage amount.



## City of Phoenix

### FACT SHEET

#### **Eligible Property**

In order to be eligible for Down Payment Assistance funds, properties must:

- Be a single family home or condominium (condo conversions are not eligible).
- Be located within the city of Phoenix jurisdictional area and, if applicable, within NSP target areas.
- Pass a Housing Quality Standards (HQS) inspection.
- Pass an Environmental Impact Assessment (provided by the city).

Reservations for funding are limited. To schedule an appointment to see if you qualify, contact one of the following loan administration partners:

#### **Chicanos Por La Causa, Inc.**

1112 E. Buckeye Road  
Phoenix, AZ 85034

**602-257-0700**

[www.cplc.org](http://www.cplc.org)

#### **Community Housing Resources of Arizona**

4020 N. 20<sup>th</sup> Street, Suite 220  
Phoenix, AZ 85016

**602-631-9780**

[www.communityhousingresources.org](http://www.communityhousingresources.org)

#### **Desert Mission Neighborhood Renewal**

9229 N. 4<sup>th</sup> Street  
Phoenix, AZ 85020

**602-331-7887**

[www.jcl.com/desert-mission/neighborhood-renewal](http://www.jcl.com/desert-mission/neighborhood-renewal)

To learn more about the City of Phoenix Open Doors Program, call Rachel Puchi at 602.262.4587 or Jauron K. Leefers at 602.262.4423.

## Phoenix Metropolitan Area – 2014 Homebuyer Assistance Programs

Program & Sponsor	Assistance	Household Income Limits	Debt to Income Ratios	Required Homebuyer Down Payment
<b>Neighborhood Stabilization Program</b>  <b>City of Phoenix</b> <b>602-262-6602</b>  <a href="http://www.phoenix.gov/nsphome">www.phoenix.gov/nsphome</a>	\$15,000  Loan is forgivable	At or below 120% AMI	31% / 43%  33%/45% for energy efficient certified homes	50% of required cash down payment
<b>Open Doors Initiative</b>  <b>Community Housing Resources of AZ</b> <b>602-631-9780</b> <b>Desert Mission Neighborhood Renewal</b> <b>602-331-5833</b> <b>Chicanos Por La Causa</b> <b>602-253-0838</b>	Up to \$15,000	At or below 80% AMI	25-33% / 41%	Minimum \$1,000  (50% of contribution must come from borrower)
<b>Neighborhood Housing Services DPA</b>  <b>Neighborhood Housing Service of Phx</b> <b>602-258-1659</b>  <a href="http://www.nhsphoenix.org">www.nhsphoenix.org</a>	Up to \$7,500	At or below 80% AMI	33% / 45%	Minimum \$1,000
<b>Matthew Henson Homeownership</b>  <b>Community Housing Resources of AZ</b> <b>602-631-9780</b>  <a href="http://www.communityhousingresources.org">www.communityhousingresources.org</a>	\$8,500	At or below 80% AMI	31% / 45%	The greater of \$500 or 1% of purchase price
<b>Section 32 Homeownership Program</b>  <b>City of Phoenix</b> <b>602-534-4584</b>  <a href="http://www.phoenix.gov/housing">www.phoenix.gov/housing</a>	Rent to Own program 20% discount of the appraised value on select homes in the city's inventory	At or below 80% AMI	N/A	3% of purchase price
<b>Neighborhood Stabilization Program</b>  <b>City of Glendale</b> <b>623-930-3670</b>	Up to 3% of purchase price toward closing cost and 50% of required down payment	At or below 120% AMI	36% / 45%  36% / 41% for FHA loans	Minimum \$1,000

Please contact the applicable sponsor listed above for information on availability of funds, specific program requirements and loan or grant terms.

## Phoenix Metropolitan Area – 2014 Homebuyer Assistance Programs

Program & Sponsor	Assistance	Household Income Limits	Debt to Income Ratios	Required Homebuyer Down Payment
<b>Neighborhood Stabilization Program</b>  <i>City of Mesa</i> <b>Community Development</b> <b>480-644-3536</b>	Up to \$15,000 or 15% of purchase price, whichever is lower	At or below 120% AMI	31%/43%	Minimum of 1%
<b>Neighborhood Stabilization Program</b>  <i>Chicanos Por La Causa</i> <b>602-253-0838</b>  <a href="http://www.cplc.org">www.cplc.org</a>	\$15,000	At or below 120% AMI	31%/43%	3.5% of total down payment
<b>Neighborhood Stabilization Program</b> <i>Other Metro Area Cities</i>	Other municipalities could have Neighborhood Stabilization Program funds. Requirements vary by city. Contact each municipality for program availability and details.			
<b>Chandler Community Land Trust Program</b>  <i>Newtown CDC</i> <b>480-517-1589</b>  <a href="http://www.newtowncdc.org">www.newtowncdc.org</a>	Up to \$68,000 Matching Funds	At or below 120% AMI	25-33% / 41%	Minimum \$2,500
<b>Chandler CHDO HOME</b>  <i>Newtown CDC</i> <b>480-517-1589</b>  <a href="http://www.newtowncdc.org">www.newtowncdc.org</a>	Up to \$68,000 Matching Funds	At or below 80% AMI	25-33% / 41%	Minimum \$2,500
<b>Tempe Community Land Trust Program</b>  <i>Newtown CDC</i> <b>480-517-1589</b>  <a href="http://www.newtowncdc.org">www.newtowncdc.org</a>	Up to \$68,000 Matching Funds	At or below 80% AMI	25-33% / 41%	Minimum \$2,500

Please contact the applicable sponsor listed above for information on availability of funds, specific program requirements and loan or grant terms.

## Phoenix Metropolitan Area – 2014 Homebuyer Assistance Programs

Program & Sponsor	Assistance	Household Income Limits	Debt to Income Ratios	Required Homebuyer Down Payment
<b>CAMP</b> <b>City of Tempe</b>  <b>Newtown CDC</b> <b>480-517-1589</b>  <a href="http://www.tempe.gov/housing/DAP/DAP.htm">www.tempe.gov/housing/DAP/DAP.htm</a>	Up to \$35,000	At or below 80% AMI		The greater of \$1,000 or 1% of the purchase price
<b>Homebuyer Assistance Program</b>  <b>City of El Mirage</b> <b>623-933-8318</b>  <a href="http://www.cityofelmirage.org">www.cityofelmirage.org</a>	\$10,000 to \$25,000 for down payment Up to another \$12,000 for repairs	At or below 80% AMI	33% / 43%	1% of Sales Price or \$1000, whichever is greater
<b>MesaCAN</b> <b>Individual Development Account (IDA)</b>  <b>A New Leaf</b> <b>480-833-9200</b>  <a href="http://www.mesacan.org">www.mesacan.org</a>	3 to 1 Matching Funds	Call sponsor	Call sponsor	Call sponsor
<b>Individual Development Account (IDA)</b>  <b>Newtown CDC</b> <b>480-517-1589</b>  <a href="http://www.newtowncdc.org">www.newtowncdc.org</a>	Up to \$15,000 Matching Funds	At or below 80% AMI	Housing expense cannot exceed 35% of GMI	Maximum of \$5,000
<b>Individual Development Account</b>  <b>Desert Mission Neighborhood Renewal</b> <b>602-331-5833</b>  <a href="http://www.jcl.com/desert-mission/neighborhood-renewal">www.jcl.com/desert-mission/neighborhood-renewal</a>	Up to \$15,000 Matching Funds	At or below 80% AMI	25-33% / 41%	Minimum \$1,000
<b>Home In 5 Advantage</b>  <b>Maricopa County Industrial Development Authority</b> <b>602-506-7294</b> <a href="http://www.mcida.com/cn/content/home_ownership.asp">http://www.mcida.com/cn/content/home_ownership.asp</a>	5% of loan amount  Extra 1% for US military personnel	\$88,340  No limit for US military personnel	45%	NA

Please contact the applicable sponsor listed above for information on availability of funds, specific program requirements and loan or grant terms.

## Phoenix Metropolitan Area – 2014 Homebuyer Assistance Programs

Program & Sponsor	Assistance	Household Income Limits	Debt to Income Ratios	Required Homebuyer Down Payment
<b>Maricopa County HOMEbuyer Assistance Program</b>  <b>Maricopa County Community Development Division</b> <b>602-372-1526</b>	Up to \$14,999	At or below 80% AMI	Housing expense cannot exceed 30%	A minimum of 1% of the purchase price

### Phoenix Neighborhood Stabilization funds can be layered with the following programs' funds:

- Matthew Henson Homeownership
- Open Doors Initiative
- Neighborhood Housing Services Assistance
- Home in 5 Advantage

### What you need to consider when using more than one assistance program:

- The assistance program sponsor would need to agree to a third lien position to the first
- The lender would need to allow a second and third lien to the first.
- The difference in Debt to Income, Area Median Income and other requirements among programs. For example, if a buyer hopes to layer NSP with Matthew Henson, the buyer's household income cannot exceed the maximum income limits of 80% AMI required for Matthew Henson.
- If Matthew Henson is layered with NSP, the homebuyer's down payment requirement is the NSP required 50%.
- Homebuyers, with the assistance of their real estate agent, must disclose the additional assistance program funds they hope to receive in the NSP home purchase contract.
- 

Household Size	1	2	3	4	5	6	7	8
<b>Income Max 120% AMI</b>	52,000	59,400	66,850	<b>74,300</b>	80,200	86,150	92,100	98,050
<b>Income Max 80% AMI</b>	\$34,650	\$39,600	\$44,550	<b>\$49,500</b>	\$53,500	\$57,450	\$61,400	\$65,350

Please contact the applicable sponsor listed above for information on availability of funds, specific program requirements and loan or grant terms.

## Pima County/City of Tucson 2014 Down Payment Assistance Program (DPA) Fact Sheet



### I. Homebuyer Eligibility Criteria

- a. Homebuyer must meet the following established HUD Area Median Income (AMI) limits of 80%, which are subject to change, for the family sizes given below (effective 03/15/13):

Family Size	Income Limit	Family Size	Income Limit
1	\$33,550.00	5	\$51,750.00
2	\$38,350.00	6	\$55,600.00
3	\$43,150.00	7	\$59,400.00
4	\$47,900.00	8	\$63,250.00

- b. Homebuyer must agree to occupy property as principal residence during affordability period (5 years).
- c. Homebuyer must complete HUD Certified Homebuyer Counseling at one of the participating agencies prior to executing the home purchase contract.
- d. Homebuyer must qualify for a mortgage loan that meets established program standards; No adjustable rate mortgages (ARM) are permitted; mortgage terms must be reviewed and approved by the housing counselor at one of the participating agencies listed.
- e. Homebuyers may not have cash assets exceeding \$10,000.00.
- f. Homebuyer must contribute a minimum of \*\$1,000.00 of his/her own funds (must be documented and verified) towards the home.
- g. Homebuyer must have the equivalent of one month's mortgage payment in reserves on deposit at bank.
- h. Debt to income ratios apply (household income must show ability to support mortgage payment including all additional debt). Homebuyers housing debt ratio should not exceed \*31%; with maximum overall debt ratio not to exceed 45%.
- \*Any ratio above 31% (35% max) must have compensating factors documented and supported.

### II. Property Eligibility Criteria

- a. Prior to approval of home purchase contract, properties must be approved by City/County for compliance with federal environmental standards.
- b. Homes purchased must be inspected by a program approved home inspector and must meet HUD's minimum housing quality standards.
- \*Home inspection may be used towards the Buyer's Contribution requirement of \$1,000.
- c. Homes constructed prior to 1978, must be inspected for defective paint and lead conditions.
- d. Maximum purchase price for existing homes is \$159,600; new constructed homes \$195,000.

### III. Down Payment Assistance (DPA) Loan Criteria

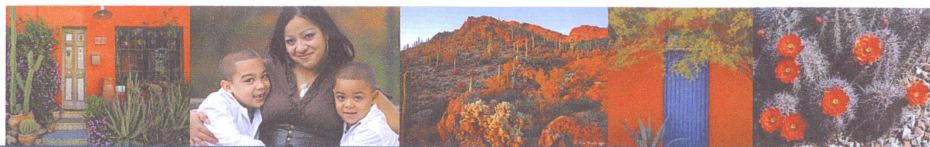
- a. DPA limited to 3.5% of contract sales price or \$3,700 (whichever is less).
- b. DPA loan terms; no monthly payments required.
- c. If home purchased is sold or transferred during first 5 years, DPA principal amount loaned plus 2% simple interest is due.

For further information regarding this program, contact any of the agencies listed below, or The Pima County Housing Center at (520) 624-2947 or email [imelda.robles@pima.gov](mailto:imelda.robles@pima.gov)

### **Agencies Participating in Pima County Down Payment Assistance Program**

1. Family Housing Resources  
Cris Yonsetto  
1700 E. Fort Lowell  
Tucson, AZ 85719  
Office: (520) 318-0993  
[cris@fhrinc.net](mailto:cris@fhrinc.net)
2. Chicanos Por La Causa (CPLC)  
Tommy Medina  
2550 E. Ft. Lowell  
Tucson, AZ 85716  
Office: (520) 882-0018  
[tommy.medina@cplc.org](mailto:tommy.medina@cplc.org)
3. Old Pueblo Community Services (OPCS)  
Terry Galligan  
4007 E. Paradise Falls, Ste. 125  
Tucson, AZ 85712  
Office: (520) 445-7084  
[TerryGalligan@helptucson.org](mailto:TerryGalligan@helptucson.org)  
[www.oldpueblohousing.org](http://www.oldpueblohousing.org)
4. Pio Decimo Center  
Jesus Mora  
848 S. 7<sup>th</sup> Avenue  
Tucson, AZ 85701  
Office: (520) 622-2801  
[jmora@ccs-pio.org](mailto:jmora@ccs-pio.org)
5. Primavera Foundation  
Gloria Vasquez  
151 W. 40<sup>th</sup> Street  
Tucson, AZ 85713  
Office: (520) 882-5383  
[gvasquez@primavera.org](mailto:gvasquez@primavera.org)





[Home](#) [Become a Homeowner](#) [Homes for Sale](#) [Events](#) [Homeowner Resources](#) [Support PCCLT](#) [About PCCLT](#)

## BECOMING A HOMEOWNER:

- [Understanding CLT](#)
- [How Our Program Works](#)
- [Qualifying for the Program](#)
- [How to Apply](#)
- [Finding a Home](#)
- [CLT vs. Conventional](#)
- [Frequently Asked Questions](#)

### QUALIFYING FOR THE PROGRAM

Interested in purchasing a home with the Pima County Community Land Trust in Tucson, AZ? The following is the eligibility requirements:

#### **ELIGIBLE HOMEBUYER:**

- The PCCLT property purchased must be used as homebuyer's primary residence.
- Homebuyer does not need to be a first-time homebuyer, but homebuyer can not currently own property.
- Must be able to qualify for a conventional mortgage through a participating lender. Typically, this requires a steady income, satisfactory credit, and a modest amount of consumer debt. A participating Housing Counseling Agency can help you find out if you qualify now or help you make a plan to get on track to buy a home in the future.
- Household Income must be between 50% and 80% of Area Median Income (AMI) for Pima County

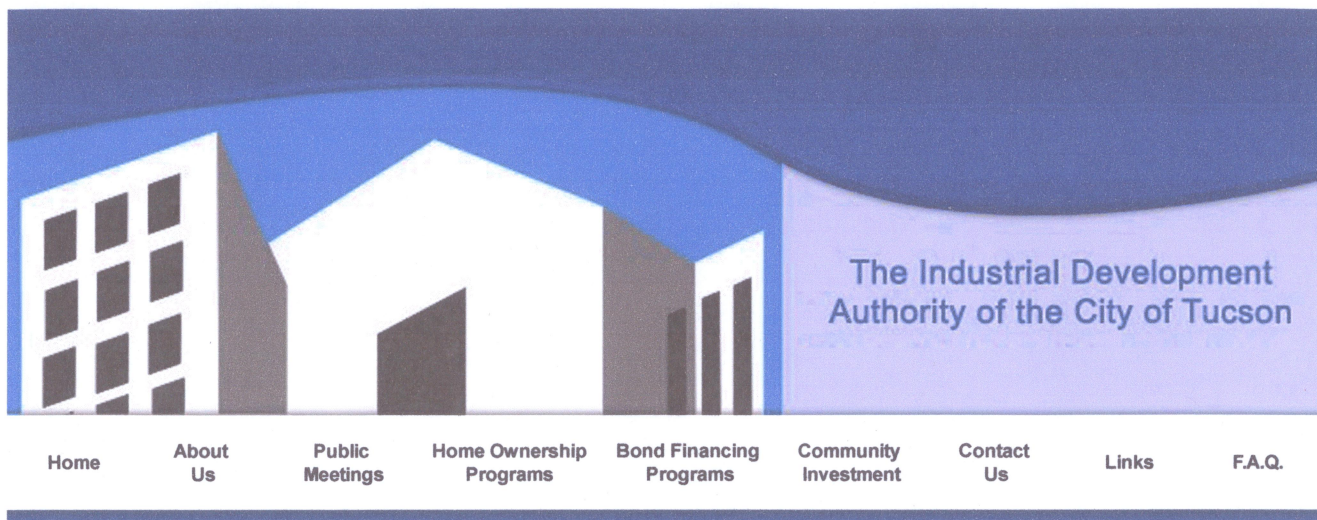
HH #	1	2	3	4	5	6	7	8
AMI								
50%	\$19,950	\$22,800	\$25,650	\$28,500	\$30,800	\$33,100	\$35,350	\$37,650
80%	\$31,950	\$36,500	\$41,050	\$45,600	\$49,250	\$52,900	\$56,550	\$60,200

- Homebuyer contribution must be at least \$1,500 and and come from buyer's own funds (cannot be borrowed or gifted)..
- Homebuyer must enroll with a participating Housing Counseling Agency (HCA) for one-on-one housing counseling and attend an 8-hour homebuyer education seminar (see attached list).
- To qualify for a 4-bedroom or larger, preference (when dealing with more than one prospective buyer) will be given to households of four or more people.

Please click here for the [Pima County Community Land Trust Home Buyer Selection Policies and Procedures.](#)

Next... [How to Apply](#)





## Pima Tucson Homebuyer's Solution Program

The industrial Development Authorities of the City of Tucson and of Pima County have joined together to provide a Mortgage Loan Program to qualifying homebuyers purchasing homes in the City of Tucson and Pima County.

**Eligible Area:** All of Pima County including the City of Tucson

**Mortgage Rate:** Lenders will be provided a daily mortgage loan rate sheet from which rates may be locked in for up to 45 days. Rates will be reset daily subject to market conditions.

**Eligible Loans:** FHA, VA, and RHS loans

**Assisted Rate Loan with 4.00% Assistance Grant:**

All loans in this program are Assisted Rate Loans.

The borrower receives a 30-year, fixed rate, fully amortizing first mortgage loan together with down payment and closing cost assistance (the "Grant") of up to 4% of the funded Mortgage Loan amount. The Grant may be used to fund up to 100% of the Borrower's cash to close, including the down payment, closing costs, prepaids and other related mortgage loan fees and expenses. There can be no cash back to the borrower.

**Borrower Eligibility:**

Note: There is no first-time homebuyer requirement in this program

- Qualifying income cannot exceed **\$68,885** for all household sizes
- Minimum credit score of **640** for all Borrowers; however borrower must meet normal FHA, VA or USDA underwriting requirements
- Maximum Debt to Income (DTI) of **45%**
- No minimum investment required from the Borrower's own resources
- Primary residence; owner occupied: buyers must occupy the property within **60** days of closing

*\*May be used with Mortgage Credit Certificate (other requirements apply)*

**Homebuyer Education:**

All Borrowers (any primary borrower on the Note/Warranty Deed) must attend a homebuyer education course. The Borrower may choose any HUD approved housing counseling agency and must receive a certificate of completion. The Neighborworks

online course "ehomeamerica" is also approved.

To apply for a mortgage loan through the program, or to request additional information, please contact:	
<b>National Bank of Arizona</b>	<b>US Bank Home Mortgage</b>
<b>V.I.P. Mortgage, Inc.</b>	<b>DHI Mortgage</b>
<b>Sunstreet Mortgage, LLC</b>	<b>iMortgage.com</b>
<b>Universal American Mortgage Co.</b>	<b>Nova Home Loans</b>
<b>Fairway Independent Mortgage</b>	<b>Guild Mortgage</b>
<b>Long Mortgage</b>	<b>People's Mortgage</b>
<b>Movement Mortgage LLC</b>	<b>Infinity Funding PLC dba Bancapital</b>
<b>Gencor Mortgage</b>	<b>Nationstar Mortgage</b>
<b>Summit Funding</b>	<b>Wells Fargo Bank</b>
<b>Envoy Mortgage</b>	<b>Primary Residential Mortgage</b>
<b>Pulte Mortgage</b>	

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## **Program Description**

City of Phoenix Housing Department (COPHD) has been approved for the Section 32 Homeownership Program to sell 50 single-family homes ("Units") from its existing inventory of scattered site public housing units. The units are detached homes located in various neighborhoods in the City of Phoenix.

The houses date from 1950's to 1980's and range in size from approximately 900 -2000 square feet . Typically the units are 3 and 4 bedroom homes. The units will be sold directly by COPHD. The principle method of sale will be a direct sale fee simple transaction.

The Section 32 Homeownership Program is offered to first time homebuyers who are at or below 80% area median income who will use the home as their primary residence. The purchase price will be the current (within 6 months of purchase) appraised value of the home. Eligible properties must pass a Housing Quality Standards inspection. Homeownership, Financial Fitness and hands on maintenance classes are provided and required.

The COPHD offers a 20% discount of the appraised value in the form of a city loan, called the City Investment Loan. The City Investment Loan is a ten (10) year, no interest, no payment loan. During the term of the City Investment Loan the premises must be owned by and occupied as the principal residence. Beginning on the sixth anniversary of the City Investment Loan and each and every year thereafter, provided that the premises is owned and occupied as the principal residence 20% of the original principal balance of the City Investment Loan shall be forgiven on the date of each such anniversary. This schedule is established so that the indebtedness evidenced by this Note shall be fully forgiven on the tenth anniversary of the recording of the Deed of Trust on the premises.

The COPHD will recapture a percentage of the gains from appreciation that declines at the rate of 10% per year. See table below:

### **Illustration of Recapture of Gains from Appreciation**

Fair Market Value (appraised value)	\$100,000
Resale Price	<u>125,000</u>
Gains from Appreciation	\$25,000

<u>Year of Resale</u>	<u>Rate of Recapture</u>	<u>Recapture</u>
Within 1 year	100%	\$25,000
Within year 2	90%	\$22,500
Within year 3	80%	\$20,000
Within year 4	70%	\$17,500
Within year 5	60%	\$15,000
After year 5	0%	\$0



## **Determining Eligibility**

### **Eligibility Requirements for the Borrower**

All Borrower Applicants must meet the following criteria:

- Be a first time homebuyer i.e.
  - An individual who has had not ownership in a principal residence during the three-year period ending on the date of purchase of the property.
  - A single parent who has only owned with a former spouse while married.
  - An individual who is a displaced homemaker and has only owned with a spouse.
- Annual, household income does not exceed 80% of the current Median Income Table as posted under Important Links on the City of Phoenix Housing Department website at <http://www.phoenix.gov/housing/> . Total Household Income must be calculated according to 24 CFR Part 5 A
- A minimum of 3% of the purchase price is required as down payment of which 1% must be from purchaser's own funds
  - Borrower must have funds available to pay 1% of the appraisal value towards the down payment. This 1% from the borrower must be borrower's own resources and can not be grants, gifts, contributions or similar amounts. This must be verified through documentation, such as bank statements.
- Qualify for a 15 to 30 year, fixed rate, amortizing conventional loan. No sub-prime loan allowed.
- Obtain a letter of loan commitment.
- Must have a record of timely payments of rent and utilities.
- Must provide evidence of steady employment or regular income for minimum of two consecutive years.
- Must provide a favorable recommendation from current landlord.
- All family members over 12 years of age pass a criminal background check
- The home must be borrower's principal residence for a minimum of 5 years after closing
- Must attend and complete required homeownership classes
- Must attend and complete required financial fitness classes
- Must attend and complete two required maintenance classes
- Must complete pre-purchase, one-on-one counseling with Community Housing Resource Agency (CHRA) or another nonprofit agency identified by the City of Phoenix Housing Department
- Must meet HUD affordability requirements (mortgage principal and interest, plus insurance, real estate taxes, utilities, maintenance and other regular homeownership costs may not exceed 35% of adjusted gross family income).
- Family income is at or below 80% of area median income (as defined by HUD) at the time the purchase contract is executed (this requirement does not apply if the purchaser is already renting the property for sale)

# U.S. Department of Agriculture Rural Housing

## Single Family Housing Loans and Grants

Single Family Housing Programs provide homeownership opportunities to low- and moderate-income rural Americans through several loan, grant, and loan guarantee programs. The programs also make funding available to individuals to finance vital improvements necessary to make their homes decent, safe, and sanitary. Visit the following sites for information and/or assistance...

- Rural Housing Guaranteed Loan

Applicants for loans may have an income of up to 115% of the median income for the area. Area income limits for this program are here. Families must be without adequate housing, but be able to afford the mortgage payments, including taxes and insurance. In addition, applicants must have reasonable credit histories.

- Rural Housing Direct Loan

Section 502 loans are primarily used to help low-income individuals or households purchase homes in rural areas. Funds can be used to acquire, build (including funds to purchase and prepare sites and to provide water and sewage facilities), repair, renovate or relocate a home.

- Rural Repair and Rehabilitation Loan and Grant

The Very Low-Income Housing Repair program provides loans and grants to very low-income homeowners to repair, improve, or modernize their dwellings or to remove health and safety hazards. Rural Housing Repair and Rehabilitation Grants are funded directly by the Government. A grant is available to dwelling owner/occupant who is 62 years of age or older. Funds may only be used for repairs or improvements to remove health and safety hazards, or to complete repairs to make the dwelling accessible for household members with disabilities.

- Mutual Self-Help Loans

The Section 502 Mutual Self-Help Housing Loan program is used primarily to help very low- and low-income households construct their own homes.

- Rural Housing Site Loans

Rural Housing Site Loans are made to provide financing for the purchase and development of housing sites for low- and moderate-income families.

- Housing Application Packaging Grants

Housing Application Packaging Grants provide government funds to tax-exempt public agencies and private non-profit organizations to package applications for submission to Housing and Community Facilities Programs.

- Individual Water and Waste Grants

Individual Water and Waste Water Grants provide Government funds to households residing in an area recognized as a colonia before October 1, 1989.

- Self-Help Technical Assistance Grants



To provide Self-Help Technical Assistance Grants to provide financial assistance to qualified nonprofit organizations and public bodies that will aid needy very low and low-income individuals and their families to build homes in rural areas by the self help method. Any State, political subdivision, private or public nonprofit corporation is eligible to apply.

- **Technical and Supervisory Assistance Grants**

To assist low-income rural families in obtaining adequate housing to meet their family's needs and/or to provide the necessary guidance to promote their continued occupancy of already adequate housing. These objectives will be accomplished through the establishment or support of housing delivery and counseling projects run by eligible applicants.

For more information about these programs, or to file an application, contact the local Rural Development office in your area.

### **Multi-Family Family Housing Loans and Grants**

Multi-Family Housing Programs offer Rural Rental Housing Loans to provide affordable multi-family rental housing for very low-, low-, and moderate-income families; the elderly; and persons with disabilities. This is primarily a direct mortgage program, but funds may also be used to buy and improve land and to provide necessary facilities such as water and waste disposal systems. In addition, deep subsidy rental assistance is available to eligible families. Visit the following sites for information and/or assistance

For Information about Multi-Family Energy Efficiency

- **Rural Rental Housing**

This program is adaptable for participation by a wide variety of owners. Loans can be made to individuals, trusts, associations, partnerships, limited partnerships, State or local public agencies, consumer cooperatives, and profit or nonprofit corporations.

- **Guaranteed Rental Housing**

The Rural Housing Programs guarantees loans under the Rural Rental Housing Guaranteed loan program for development of multi-family housing facilities in rural areas of the United States. Loan guarantees are provided for the construction, acquisition, or rehabilitation of rural multi-family housing.

- **Housing Preservation Grants**

The Housing Preservation Grant (HPG) program provides grants to sponsoring organizations for the repair or rehabilitation of low- and very low-income housing.

- **Farm Labor Housing Loans and Grants**

The Farm Labor Housing Loan and Grant program provides capital financing for the development of housing for domestic farm laborers.

- **Rental Assistance Program**

The Rural Rental Assistance (RA) program provides an additional source of support for households with incomes too low to pay the HCFP subsidized (basic) rent from their own resources.



- Multi-Family Housing Preservation and Revitalization (MPR) Loans and Grants

The goal of the MPR program is to restructure Rural Rental Housing loans and Off-Farm Labor Housing loans and provide grants to revitalize Multi-Family Housing projects in order to extend the affordable use of these projects without displacing tenants due to increased rents.

- Multi-Family Housing NOFAs Status

The Multi-Family Housing NOFA status page was created to allow quick access to the status Multi-Family Housing's NOFAs.

For more information about these programs, or to file an application, contact the local Rural Development office in your area.





Buy, Build,  
Adapt, or Retain  
a Home

## Summary of VA Home Loan Guaranty Benefits



U.S. Department  
of Veterans Affairs

VA helps Servicemembers, Veterans, and their families become homeowners. As part of our mission to serve you, we provide a home loan guaranty benefit and other housing-related programs to help you obtain, retain, or adapt a home for your own personal occupancy.

VA-guaranteed loans are provided by private lenders, such as banks and mortgage companies, and not by VA directly. Through the VA Home Loan Guaranty Program, VA guarantees a portion of your loan against loss and helps lenders provide you with more favorable financing terms.

VA home loans can benefit you in many ways:

- » VA home loans often have lower interest rates and closing costs than conventional loans
- » You may not have to make a downpayment and mortgage insurance is not required
- » You do not have to pay a penalty if you pay off your VA home loan early

- » VA Loan Technicians can work with you to explore all options to avoid foreclosure if you are having difficulty making payments. Call VA at 877-827-3702 to speak to your nearest Loan Technician

If you are eligible for a VA-guaranteed home loan, you can use the loan to:

- » Buy a home or residential condominium
- » Build a home
- » Simultaneously purchase and improve a home
- » Refinance an existing non-VA loan
- » Refinance an existing VA loan to reduce the interest rate
- » Buy a manufactured home to be permanently affixed to a lot already owned or buy a manufactured home and lot to which the home will be permanently affixed

Obtain energy efficient improvements, such as solar heating



#### Access Your VA Benefits

Go to eBenefits at [www.ebenefits.va.gov](http://www.ebenefits.va.gov), your one-stop shop to learn about and apply for your benefits.

**eBenefits**  
My Gateway to Benefit Information



**Eligibility.** To be eligible for a VA-guaranteed loan, you must meet credit and income standards and have a valid Certificate of Eligibility (COE). The home must be for your own personal occupancy. You must have been discharged under conditions other than dishonorable and meet these service requirements:

Qualifying Wartime & Peacetime Periods		Qualifying Active Duty Dates	Minimum Active Duty Service Requirements
Veterans	WWII	9/16/1940 – 7/25/1947	90 total days
	Post-WWII	7/26/1947 – 6/26/1950	181 continuous days
	Korean War	6/27/1950 – 1/31/1955	90 total days
	Post-Korean War	2/1/1955 – 8/4/1964	181 continuous days
	Vietnam War	8/5/1964 – 5/7/1975 * For Veterans who served in the Republic of Vietnam, the beginning date is 2/28/1961	90 total days
	Post-Vietnam War	5/8/1975 – 8/1/1990	181 continuous days
	24-month rule	9/8/1980 – 8/1/1990 * The beginning date for officers is 10/16/1981	» 24 continuous months, <b>OR</b> » The full period (at least 181 days) for which you were called or ordered to active duty
	Gulf War	8/2/1990 - Present	» 24 continuous months, <b>OR</b> » The full period (at least 90 days) for which you were called or ordered to active duty
Active Duty Servicemembers	N/A	N/A	90 continuous days
National Guard & Reserve Members	Gulf War	8/2/1990 - Present	90 days of active service
		Six years of service in the Selected Reserve or National Guard, <b>AND</b> » Were discharged honorably, <b>OR</b> » Were placed on the retired list, <b>OR</b> » Were transferred to the Standby Reserve or an element of the Ready Reserve other than the Selected Reserve after service characterized as honorable, <b>OR</b> » Continue to serve in the Selected Reserve	

*\*If you do not meet the minimum service requirements, you may still be eligible if you were discharged due to (1) hardship, (2) the convenience of the government, (3) reduction-in-force, (4) certain medical conditions, or (5) a service-connected disability.*

## VA-GUARANTEED HOME LOANS

VA offers three home loan guaranty programs for Active Duty Servicemembers, Veterans, National Guard members, Reserve members, and certain surviving spouses. There are three loan types:

- » Purchase Loan
- » Streamline Refinance Loan
- » Cash-Out Refinance Loan

**Purchase Loan.** A Purchase Loan can help you purchase a home at a competitive interest rate. Generally, you do not have to make a downpayment or buy mortgage insurance to obtain a purchase loan.

**Streamline Refinance Loan.** With the VA Streamline Refinance Loan (also called the “Interest Rate Reduction Refinance Loan” or IRRRL) you can obtain a lower interest rate by refinancing your existing VA loan. You can also refinance a VA adjustable rate mortgage (ARM) into a fixed rate mortgage.

**Cash-Out Refinance Loan.** If you want to cash out your home equity so you can pay other debt, pay for school tuition, or make home improvements, then VA’s Cash-Out Refinance Loan may be an option. The Cash-Out Refinance Loan can also be used to refinance a non-VA loan into a VA loan. VA will guaranty loans up to 100% of the value of your home.

**Certificate of Eligibility.** In order to qualify for a VA backed loan you must obtain a Certificate of Eligibility (COE) from VA that verifies you or your spouse’s military service. The easiest way for you to obtain a COE is through [www.ebenefits.va.gov](http://www.ebenefits.va.gov). Your lender can also obtain your COE online through the internet based application, WebLGY.

**Loan Limits.** VA does not set a cap on how much you can borrow to finance your home. However, there are limits on the amount of liability VA can assume, which usually affects the amount of money an institution will lend you. These loan limits vary by county, since the value of a house depends in part on its location.

VA guarantees a maximum of 25% of the VA county loan limit for loans over \$144,000. To view VA’s maximum guaranty amount for your property location, check out the current list of county loan limits at [www.benefits.va.gov/homeloans](http://www.benefits.va.gov/homeloans).

**Funding Fees.** Generally, Veterans using the VA Home Loan Program must pay a funding fee required by law. The funding fee varies based on the type of loan and your military category, if you are a first-time or subsequent loan user, and whether you make a downpayment.

You do not have to pay the funding fee if you are:

- » A Veteran receiving VA compensation for a service-connected disability, **OR**
- » A Veteran who would be entitled to receive compensation for a service-connected disability if he or she were not receiving retirement or active duty pay, **OR**
- » A surviving spouse of a Veteran who died in service or from a service-connected disability, **OR**
- » A Veteran rated eligible to receive VA disability compensation based on a predischARGE rating and examination, or a rating based on existing medical evidence, such as treatment or service records.

## **NATIVE AMERICAN DIRECT LOAN (NADL) PROGRAM**

The NADL program helps eligible Native American Veterans finance the purchase, construction, or improvement of homes on Federal Trust Land, or to reduce the interest rate on an existing NADL.

You can use these direct loans to simultaneously purchase and improve a home or to refinance another VA direct loan made under NADL to lower the interest rate.

These loans are only available if a memorandum of understanding exists between the tribal government organization and VA. Veterans who are not Native American, but who are married to Native American non-Veterans, may be eligible for a direct loan under this program. To be eligible, the qualified non-Native American Veteran and the Native American spouse must reside on Federal Trust Land.

## **ADAPTIVE HOUSING GRANT PROGRAMS**

If you are a Servicemember or Veteran with certain permanent and total service-connected physical disabilities you may be entitled to grant funds, which can help enable or maintain your independence. Three different grant types can be used to purchase or construct an adaptive home, or to modify an existing home to meet your needs. If you already own an adapted home and have an existing mortgage, you may be able to use grant funds toward that balance. The following Grant Type table provides an overview of VA's adaptive housing grant programs for Servicemembers and Veterans with certain service-connected disabilities.



VA Housing Grant Types & Eligibility Requirements	Eligibility	Living Situation	Ownership	Number of Grants You Can Use
<b>Specially Adapted Housing (SAH) Grant</b>	<ul style="list-style-type: none"> <li>» Loss of or loss of use of both legs, <b>OR</b></li> <li>» Loss of or loss of use of both arms, <b>OR</b></li> <li>» Blindness in both eyes having central visual acuity of 20/200, plus loss or loss of use of one leg*, <b>OR</b></li> <li>» The loss of or loss of use of one lower leg together with residuals of organic disease or injury, <b>OR</b></li> <li>» The loss of or loss of use of one leg together with the loss of or loss of use of one arm, <b>OR</b></li> <li>» The loss of or loss of use of one leg, severely affecting the functions of balance or propulsion**, <b>OR</b></li> <li>» Certain severe burns, <b>OR</b></li> <li>» Certain severe respiratory injuries</li> </ul>	Permanent	Home is owned by an eligible individual	<ul style="list-style-type: none"> <li>» Maximum of 3 grants, up to the maximum dollar amount allowable</li> <li>» One additional grant if the home is destroyed or damaged by natural disaster ***</li> </ul>
<b>Special Housing Adaptation (SHA) Grant</b>	<ul style="list-style-type: none"> <li>» Blindness in both eyes having central visual acuity of 20/200, plus loss or loss of use of one leg*, <b>OR</b></li> <li>» Loss of or loss of use of both hands, <b>OR</b></li> <li>» Certain severe burn injuries, <b>OR</b></li> <li>» Certain severe respiratory injuries</li> </ul>	Permanent	Home is owned by an eligible individual or family member	<ul style="list-style-type: none"> <li>» Maximum of 3 grants, up to the maximum dollar amount allowable</li> <li>» One additional grant if the home is destroyed or damaged by natural disaster ***</li> </ul>
<b>Temporary Residence Assistance (TRA) Grant</b>	Based on eligibility for SAH or SHA grant	Temporary	Home is owned by an eligible individual's family member	<ul style="list-style-type: none"> <li>» Maximum of 1 grant</li> <li>» Currently counts against maximum dollar amounts allowable under SAH or SHA grants and as one of the three allowable uses</li> <li>» Effective 08/06/2013 grant use will not count against maximum dollar allowable amounts under either SAH or SHA</li> </ul>

\*Effective 10/01/2012 \*\*Effective 08/06/2012 through 09/30/2013 \*\*\*Effective 08/06/2013

Grant assistance amounts are set by law, but may be adjusted upward annually based on a cost-of-construction index. Except as noted in the table, individuals may not use the grant benefit more than three times. The amount of the three grants may not exceed the maximum amount in aggregate.

For additional information on the SAH/SHA grant programs please visit [www.benefits.va.gov/homeloans](http://www.benefits.va.gov/homeloans).

**How to Apply.** To apply for a grant, fill out and submit the Application in Acquiring Specially Adapted Housing or Special Home Adaptation Grant (**VA Form 26-4555**). You can access this form by:

- » Applying online via [www.ebenefits.va.gov](http://www.ebenefits.va.gov), your one-stop shop to apply for and learn about your benefits
- » Downloading the form at [www.va.gov/forms](http://www.va.gov/forms)
- » Calling VA toll free at 1-800-827-1000 to have a claim form mailed to you
- » Visiting the nearest VA regional office. To find the VA regional office nearest you, go to our website or call VA toll-free at **1-800-827-1000**



## VETERANS' MORTGAGE LIFE INSURANCE (VMLI)

Veterans' Mortgage Life Insurance (VMLI) is mortgage protection insurance that can help a disabled Veteran's family by paying off the home mortgage in the event of the Veteran's death.

**Eligibility.** VMLI is only available to Veterans with severe service-connected disabilities who:

- » Received a Specially Adapted Housing (SAH) Grant from VA for assistance in building, remodeling, or purchasing an adapted home, **AND**
- » Have the title to the home, **AND**
- » Have a mortgage on the home

Veterans must apply for VMLI before their 70th birthday.

VMLI protection is issued automatically following SAH approval, provided you submit the information required to establish a premium and do not decline coverage. Coverage automatically terminates when the mortgage is paid off. If your mortgage is disposed of through sale of the property, you can obtain VMLI on the mortgage of another home.

**Premiums.** VMLI premiums vary according to your age, the outstanding balance of your mortgage at the time you apply, and the remaining length of the mortgage. VMLI premiums must be paid by deduction from your monthly compensation.

## Frequently Asked Questions

### How do I apply for a VA-guaranteed loan?

First, you need to get a Certificate of Eligibility (COE) from VA to prove to the lender that you are eligible for a VA loan. Then you can apply for a VA-guaranteed loan through any mortgage lender that participates in the VA Home Loan Guaranty Program.

### Where can I get my COE?

Typically, you can apply for a COE through [www.ebenefits.va.gov](http://www.ebenefits.va.gov). However, in some cases, your lender may be able to establish your eligibility and obtain your COE online in seconds through the Internet-based application WebLGY. Ask your lender about using this method to obtain a COE.

### I have already obtained one VA loan. Can I get another one?

Yes, in some cases. Normally, if you have paid off your prior VA loan and disposed of the property, you can have your used eligibility restored for additional use. Also, on a **one-time only** basis, you may have your eligibility restored if your prior VA loan has been paid in full, but you **still own the property**.



VA adopted five core values that define “who we are,” our culture, and how we care for Veterans, their families, and other beneficiaries. **The values are Integrity, Commitment, Advocacy, Respect, and Excellence (I-CARE).**

## Additional VA Benefits

Disabilities determined by VA to be related to your military service can lead to monthly non-taxable compensation, enrollment in the VA health care system, a 10-point hiring preference for federal employment, and other important benefits. Ask your VA representative or Veterans Service Organization (VSO) representative about Disability Compensation, Pension, Health Care, Caregiver Program, Vocational Rehabilitation and Employment Services, Educational Assistance, Home Loan Guaranty, Insurance, and/or Dependents' and Survivors' Benefits. You can search for a VSO representative online at [www.ebenefits.va.gov](http://www.ebenefits.va.gov).



## For More Information

For more information about VA's home loan guaranty benefits, including eligibility and applying, please:

- » Find links to VA benefits information and apply at [www.ebenefits.va.gov](http://www.ebenefits.va.gov)
- » Visit us at [www.benefits.va.gov/homeloans](http://www.benefits.va.gov/homeloans)
- » Use IRIS, VA's tool to find information and ask questions online at <https://iris.custhelp.com>
- » Visit the nearest VA regional office. To find the VA regional office nearest you, go to our website or call VA toll free at **1-800-827-1000**

Thank you for your service.  
Now let us serve you.

U.S. Department of Veterans Affairs



## WISH Guidelines 2014

WISH is a down payment assistance program for homebuyers at or below 78% of the median income. The amount of the assistance can be up to three times the amount of the homebuyer's contribution (max is \$15,000)

The program requires 30 days to close after all information has been received by FHR, therefore contracts should be written for 45-60 day closings

\$600 Counseling Fee to FHR that can be paid at closing using the assistance

2014 Income Limits (78% of Median Income)					
1 Person	\$31,122	2 Persons	\$35,568	3 Persons	\$40,014
4 Persons	\$44,460	5 Persons	\$48,048	6 Persons	\$51,636

### Assistance

- The homebuyer is required to contribute at least \$1,500 (can be gifted, not seller)
- The assistance can be matched X 3 of the client contribution up to \$15,000
- The assistance is in the form of a 5-year forgivable silent second lien. Member Bank is lien holder
- FHR pre-approves homebuyers for the assistance and works with the Member Bank who provides the funds
- Funds are limited

### Homebuyer

- Homebuyer education and counseling is required for applicants. Contact FHR to schedule class
- The homebuyer must be a first-time homebuyer as defined by HUD (has not owned within 3 years)
- The homebuyer's liquid assets may not be more than \$10,000 after contribution to home purchase
- The homebuyer must have one month's of PITI in reserves (this is in addition to client contribution)

### Loan

- The interest rate on the loan must reflect par, market rate
- The housing ratio maximum is 35%. The debt ratio maximum is 45%
- The lender may charge a 1% origination. Discount fees are not allowed
- Lender fees may not exceed \$1,000 (underwriting, processing, admin, application etc./not credit report, appraisal, tax service or flood)
- Lenders are responsible for obtaining approval for this program with investors. Approval information is located at <http://www.fhlbsf.com/ci/grant/wish/default.asp>. FHR will provide a pre-approval letter

## WISH Guidelines 2014

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#### Property

- The home must be owner-occupied or vacant
- The assisted homebuyer must occupy the home as their current residence
- A home inspection is required and paid by borrower. FHR will review for habitability issues
- The property must be located in Pima County including the City of Tucson

#### Lender Packet

- To be sent with purchase contract
- 1008, 1003, GFE and TIL

#### How to Apply

- Enroll in FHR homebuyer education class. Call 318-0993 to schedule
- Submit documents below with purchase contract and lender packet to [patty@fhrinc.net](mailto:patty@fhrinc.net)
- Counselor will contact for appointment

#### Homebuyer Documents Required

- ☀ 2 months recent (concurrent) pay stubs for everyone in the household 18 and over, even if they are not going to be on the loan.
- ☀ Proof of Income for any other income in the household which may include child support (judgment or print out from courts), social security award letters, unemployment, workman's comp, etc.)
- ☀ 1 months most recent statements for all asset accounts – checking, savings, 401(K), pensions, investments, stocks, bonds, life insurance with cash value prior to death, lump-sum receipts or settlements.
- ☀ Picture ID for everyone living in the home who is 18 yrs old and over.
- ☀ Birth Certificates for all household members under 18. If you do not have Birth Certificates you can order them thru the office of Vital Records at the Health Department in your County
- ☀ Social Security Cards for everyone in the household. Those who have Social Security cards with the wording "for work only" must also bring their legal residence card. If you do not have a social security card you must apply for one at the Social Security Office.
- ☀ Income Tax Returns for the most recent year including W-2(s), 1099's, 1098,s etc.. Self-employed borrowers are required to bring the most recent 2 years of returns and 1099. If unavailable, call the IRS for Transcripts at 1-800-829-1040. It takes 3 to 4 weeks to get them by mail or if you have a fax machine they will fax them to you. Let the IRS know that you are purchasing a home and you need these transcripts ASAP for the loan to process.

*1700 E. Ft. Lowell, Suite 101 Tucson, AZ 85719 (520) 318-0993  
(1/21/14)*