

**CITY OF WEST JORDAN
DOWN-PAYMENT ASSISTANCE PROGRAM APPLICATION
HOME GUIDELINES - FY2010-2011**

DIRECTIONS: First, determine if you are eligible for assistance by comparing your entire household income with the income limits below. If you are eligible, please provide the requested information on all pages. All applications must include income verification as described below, and be signed, dated by the applicant/co-applicant, and returned to Charles Tarver (569-5062), CDBG Coordinator, 8000 South Redwood Road, West Jordan, Utah 84088.

Only complete applications will be accepted. To be accepted, applications must include the following items:

- 1. Submission of this application does not automatically qualify you for assistance under the West Jordan Down-Payment Assistance Program. It is the applicant responsibility to make arrangements for home purchase should it be determined that the applicant does not meet program guidelines. A minimum of 30 days for processing of this application.**
- 2. A real estate purchase contract for the property to be purchased.**
- 3. A current good faith estimate for the identified property. (Must be signed by Lender and Applicant).**
- 4. A copy of 2009 Income Tax Forms.**
- 5. Three months of pay stubs or an original income statement from your employer identifying salary and all deductions for each of the past three months.**
- 6. All applications must be turned into the City of West Jordan by the applicant (applications will not be accepted from Realtors or loan officers; applications not being submitted by the applicant will be rejected).**
- 7. Faxed applications will not be accepted and the City is not responsible for applications submitted by mail.**
- 8. Applicants are required to take a Homebuyers Class and provide a certificate prior to loan closing. Contact Linda at 359-2444 ext 235 for class information.**

INCOME LIMITS: Income limits for the program are based on a maximum of 80 percent of the median family income for West Jordan City, as outlined below:

Family Size	1	2	3	4	5	6	7	8
Income Limit	\$39,200	\$44,800	\$50,400	\$56,000	\$60,500	\$65,000	\$69,450	\$73,950

INCOME VERIFICATION: All applicants must attach a copy of all household members completed and signed Federal Income Tax forms for the latest year and a copy of the latest three (3) months paycheck stubs or other income verification must be attached for **all household members** who are employed. **STATED INCOME** is not allowed.

Information provided in the application must be true to the applicant=s knowledge. West Jordan City reserves the rights to terminate assistance and to recover funds expended if the applicant(s) is (are) found to have willfully withheld accurate information or to have deliberately falsified the application.

PROPERTY ELIGIBILITY: Only owner-occupied, single-family units are eligible for purchase under the down payment assistance program. After purchase, the home must be recorded in the applicants name only. No relative, friend, or other entity may share ownership of the home. Each property will be inspected by West Jordan City or its designee and pass an environmental review, housing standards review and lead base paint test, if built before 1978.

GENERAL PROGRAM REQUIREMENTS: All applications will be subjected to the following conditions:

1. Only Single Family Homes, Condos, and Townhomes are eligible for consideration. Persons currently living in a rental situation or similar situation are eligible for program assistance. **Persons currently owning a property are not eligible for the program.** The program is intended to assist persons in a rental situation, purchase a home and is not intended to assist current homeowners purchase to a different home. Grants will not exceed 100% of the appraised value of the home.
2. All homes must be owner occupied after purchase for a period of 5 years.
3. Co-signers are allowed. If a co-signer will live in the house after purchase, then their income will be considered in the income review. Household income includes every working person residing in the unit over the age of 16 years old.
4. All applications will be subject to the following **Debt Ratio** Reviews:
 - Housing Ratio:** The combined monthly payment, taxes, insurance and Homeowners Association Fees, **cannot exceed** 35% of the applicants gross monthly income.
 - Total Debt Ratio:** The total debt of the applicant **cannot exceed** 45% of the applicants gross monthly income.
5. The City will not approve any subordination agreement for a period of two years. After the two years, the City will sign subordination agreements for only streamline financing with no cash out.
6. Lead base paint testing and the City will not pay for repairs. The City will not subordinate below second position.
7. All applicants must attend a Homebuyers Class conducted by the Salt Lake Community Action Program and submit a certification prior to closing.
8. It is the applicants responsibility to verify that the proposed property is within the City of West Jordan.
9. Application processing time is **approximately 30 days** from the date that all required information is received by the City. **Applications are accepted continuously provided funds are available.**
10. The applicant must provide 1/2 of the downpayment in order to be eligible for the City's to match. Proof of the required match and source of funds must be submitted with the application. The Homebuyer must provide a minimum \$2,000 cash investment into the property at the time of purchase.

DOWN-PAYMENT ASSISTANCE REPAYMENT REQUIREMENTS: Down-payment assistance is a **loan** that is forgiven at twenty percent (20%) per year. After five years, the loan becomes a grant and is fully forgiven. If the homeowner moves out of the home before five years, the owner must repay the balance of the assistance. For example, Bob receives \$5,000 in down-payment assistance. He move out of his home after three years. Bob then owes the City \$2,000 (\$1,000 for each year left on the five-year requirements.) If Bob had stayed in the home five years, the assistance would have been fully forgiven. A Real Estate Purchase Contract (R.E.P.C.) is also required.

LOAN TERMS:

Maximum Down-Payment Assistance: \$5,000.00 (All reasonable closing costs and one half of required down payment).
Average loan is \$4,100.00. The homebuyer must invest a minimum of \$2,000 cash at the time of purchase.

DOWNPAYMENT FUNDS CERTIFICATION:

I (we) currently have funds available 2 of the required down payment. These funds are available in the following account and documentation has been attached.

Account: _____ Certification Attached: ____ yes ____ no

I (we) have read the above requirements and understand that by submitting an application for assistance does not automatically qualify me for assistance under the West Jordan Down-Payment Assistance Program. I (we) hereby agree to the terms and conditions of the Program.

Applicant

Applicant

Date

APPLICATION FOR DOWN-PAYMENT ASSISTANCE AHOME@ PROGRAM

Date of Application _____

Date received _____

1. APPLICANTS INFORMATION

APPLICANT SOCIAL SECURITY #:

Applicant=s Name _____ Home Phone _____
(Last) (First) (Middle)

Present Address _____ # Years _____
(Street) (City) (State) (Zip)

Marital Status Married _____ Unmarried _____ Separated _____ # of Dependents living in the home _____
Single Divorced

Employer _____ Self Employed? _____
(Name and Address)

Work Phone # _____ Title _____ Type of Business _____ # of years there _____

Name and Address of Previous Employer _____
(if at current job for less than 2 years)

Phone # _____ # of years at previous job _____

2. CO-APPLICANT INFORMATION

SOCIAL SECURITY #:

Applicants Name _____ Home Phone _____
(Last) (First) (Middle)

Present Address _____ # Years _____
(Street) (City) (State) (Zip)

Marital Status Married _____ Unmarried _____ Separated _____ # of Dependents living in the home _____
Single Divorced

Employer _____ Self Employed? _____
(Name and Address)

Work Phone # _____ Title _____ Type of Business _____ # of years there _____

Name and Address of Previous Employer _____
(if at current job for less than 2 years)

Phone # _____ # of years at previous job _____

3. HOUSEHOLD COMPOSITION

Please list all household members in the box below. List the head of the household in box #1, and give the relationship of each member to the head.

Family Member #	Full Name	Relationship	Age	Gender	Ethnic Origin
1					
2					
3					
4					
5					
6					

* List additional family members on a separate page.

1. Have any of your children been tested for lead paint poisoning?

Yes	No

2. Does anyone live with you now that is not listed above?

Yes	No

3. Does anyone plan on living with you in the future who is not listed above?

Yes	No

Please explain if you answered Yes to any of the questions above

4. ANNUAL INCOME (all working household members income must be reported. Provide Social Security Numbers for all working household members).

Source	Applicant	Co-Applicant	Other Household Members	Total
Salary: H M				
Overtime Pay				
Commissions				
Fees				
Tips				
Bonuses				
Interest and/or dividends				
Net Business Income				
Net Rental Income				
Social Security, Pension				
Unemployment Benefits				
Workers Compensation				
Alimony, Child Support				
Welfare Payments				
Other				
TOTAL				
5. MONTHLY HOUSING				

Item	Monthly Pmt.	Unpaid Principle Balance	Balloon Pmt.		Amount Balloon	Due Date
			Yes	No		
Mortgage Pmt.	\$	\$			\$	
Other Financing	\$	\$				
Insurance	\$	\$				
Taxes	\$	\$				
HOA Fees	\$	\$				
Other	\$	\$				
Other	\$	\$				
Other	\$	\$				
TOTAL	\$	\$				

*Down-payment assistance applicants please fill in what your housing expense will be for the house you are planning to buy.

6. PROPERTY INFORMATION

DATE HOME WAS BUILT:

Address of property to be purchased

_____ Street Address _____ City _____ State _____ Zip

Number of bedrooms _____ Purchase Price _____ Qualified for first mortgage Yes No

Type of Mortgage _____ FHA _____ VA _____ Conventional _____ Contract

Mortgage Company _____

Loan Officers Name _____ Phone # _____

Real Estate Agent _____ Company _____ Phone # _____

Have you ever declared bankruptcy? If yes, please give explanation and date filed. _____

7. HOUSING CONDITION:

Type of Exterior: Brick: _____ Stone _____ Vinyl: _____ Wood: _____ Other: _____

Roof Condition: New: _____ Good: _____ Deteriorated: _____

Paint Condition: Good: _____ Chipping: _____ Flaking: _____

8. CREDITOR INFORMATION (This will be verified by a credit agency)

Creditor	Acct. #	Orig. Balance	Present Balance	Due Date	Monthly Pmt.	Past Due Amt.
		\$	\$		\$	\$
		\$	\$		\$	\$
		\$	\$		\$	\$
		\$	\$		\$	\$
		\$	\$		\$	\$
		\$	\$		\$	\$
		\$	\$		\$	\$
	Totals	\$	\$		\$	\$

The information given on this application will be kept in confidence and used only for application for the West Jordan City Down-Payment Assistance Program.

I/We verify that the information given on this form is accurate and complete to the best of our information, and I/We authorize you to obtain such information as may be required to verify the information contained herein.

I/We further affirm that I/We are aware that if such a loan is approved by West Jordan City, I/We will work with the staff to comply with all of the policies and procedures as outlined by West Jordan City, and that I/We will willingly secure the loan in the amount necessary with a duly executed Trust Deed and Trust Deed Note. Also, if such loan is approved, I/We will be notified by the City of West Jordan. After such notification, I/We will have two weeks to respond. If I/We do not respond within that time limit, re-application and re-approval will be necessary.

I/We have also read and understand the HOME Down-Payment Assistance Program Guidelines and this application and I/We agree to abide by the regulations of the West Jordan City Rehabilitation Program or Down-Payment Assistance Program. I/We will not hold West Jordan City legally liable for any actions of the City staff or the contractor.

Disclaimer

The undersigned hereby acknowledges that any discussions with or any information given by a West Jordan City employee or its designee regarding application for the West Jordan City HOME Down-Payment Assistance Program prior to receipt of a formal commitment letter from West Jordan City or its designee committing a specific amount of funds to the project is only for program information and may not be considered a binding commitment on the part of West Jordan City to provide funds or technical assistance to the project.

The undersigned also acknowledges that any costs incurred prior to receipt of a formal commitment letter from West Jordan City or its designee committing a specific amount of funds to the project is at the risk and expense of the applicant.

Date _____ Signature _____
 Date _____ Signature _____