



City of Gainesville Community Development Department Housing Division

DOWNPAYMENT ASSISTANCE PROCEDURES

Application Process

To qualify for Downpayment Assistance, applicants must meet the annual 80% median household income levels as determined by HUD and adjusted by family size. Prospective borrowers must be first time homebuyers and do not presently have an ownership interest or have not had an ownership interest in a home used as his or her principal residence in the three (3) years prior to closing on the Second Mortgage. All downpayment assistance activities require a \$1,000.00 match contribution which can be in the form of a gift or fees.

Applications can be emailed to prospective homebuyers in response to telephone requests or picked up at the office. The client completes and returns the application as well as all other required documents listed below. Incomplete application packages will not be processed.

- Official Application
- Authorization for Release of Information
- Current Photo ID
- Underwriting Package
- Paycheck Stubs (3), Current W-2 (1), Current Tax Return (1)
- Most Recent Bank Statement (3)
- Home Buyer Education Certificate

After income is verified, staff contacts client to come in to sign other documents and discuss process. **Downpayment assistance funds are not approved until: (1) client and lender submits all required documentation including the loan underwriter's statement and (2) Georgia Department of Community Affairs (DCA) sends project number.**

Homebuyer Education

All prospective homebuyers must attend and complete either a homebuyer education workshop or an online homebuyer education course and receive a certificate of completion. The curriculum is based on the American Homeowner Education and Counseling Institute's (AHECI) Core Curriculum. Topics include: Credit and Credit Scores, Saving and Budgeting, Keeping Your credit Safe, Shopping for a Home, Understanding the Mortgage Loan Process, Home Inspection and Appraisal, Homeowners Insurance, Closing Your Loan, and How to Avoid Foreclosure. A list of HUD approved agencies is available at www.hud.gov or call HUD's interactive voice system at 1-800-569-4287.

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Inspections and Lead-Based Paint

When a prospective homebuyer enters into contract negotiations to purchase a home, the seller provides: 1) a disclosure statement including all known information about the presence of lead-based paint or lead-based paint hazards; 2) any records or reports pertaining to the presence of lead-based paint or lead-based paint hazards; 3) a ten (10) – day opportunity to inspect the dwelling for lead-based paint or lead-based paint hazards. The property is inspected to make sure that it meets minimum property standards and if the house was built prior to 1978 performs a visual assessment of all interior painted surfaces, including common areas such as hallways, laundry rooms or garages, and exterior to identify deteriorated paint. **Please get a Miscellaneous Building Permit (office located on second floor of 311 Henry Ward Way) if the house is more than one year old or the Occupancy Permit if the house is new construction.**

All deteriorated paint surfaces must be stabilized before the prospective homebuyer moves into the home. Safe work practices must be used when conducting paint stabilization. Safe work practices include safe work methods, occupant protection, worksite preparation, and cleanup.

Contract Signing

At sales contract signing, the prospective homebuyer gives Notice to Seller form to seller. The client contacts a lender and begins the mortgage loan process. **The Lender supplies a copy of the following documents: Sales Contract, loan application, paycheck stubs, appraisal, credit report, closing attorney information, Loan Underwriting Mortgage approval with conditions and certification that the mortgage loan is underwritten to one of the following standards: Fannie Mae, Freddie Mac, FHA, VA or Georgia Dream.** This office verifies income; purchase price limits and sends Truth in Lending statement to the client within 3 days. A project set-up request and environmental report are then sent to Georgia Department of Community Affairs (DCA).

Closing

The Lender notifies this office of a target closing date. After DCA approves the Project and returns the set-up report with a project number, a drawdown request is signed by local government official and sent to DCA. A memo is forwarded to City of Gainesville Accounting department giving check preparation data. DCA wires the funds to Local Government's checking account. The Accounting Department cuts a check and sends to either the Closing Attorney or GNPDF if funds have been advanced. After closing is held, the attorney sends the following documents back to the office: Downpayment Assistance Grant Agreement, HUD Settlement Statement, Promissory Notes, Warranty Deed, and Deed to Secure Debts for Downpayment Assistance and first mortgage, Loan Agreement and Homeowner Insurance Certificate. A completion report is sent to DCA.

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CHIP DOWN PAYMENT ASSISTANCE APPLICATION AFFIDAVIT

For Office Use Only:

Application Received Date: _____ Household Income \$ _____

Family Size: _____ Income Limits: _____ %

Eligible: Yes No

Signature: _____ Date: _____

Application Date: _____

Mortgage Loan Number: _____

Applicant: _____

Co-Applicant: _____

Subject Property Address: _____

The Community Home Investment Program (CHIP) offers potential funding to assist homeowners with a portion of their down payment, closing costs and prepaid expenses. There are a number of requirements upon recipients of these loans.

CHIP REQUIREMENTS

1. Your household income must be within designated income limits. If your income changes before loan closing and exceeds the income limits, you will be disqualified and not be entitled to receive a mortgage loan through CHIP.

Household Annual Income includes, but is not limited to the list below. Your lender can describe the exclusions from household income.

- a) full amount, before any payroll deductions, of wages and salaries, overtime, commissions, fees, tips, bonuses and other compensation for personal services (including raises expected to take effect prior to closing);
- b) net income from operation of a business or profession;
- c) income from trusts, investments, interest, dividends, royalties, net rental income and other net income from real or personal property;
- d) periodic payments from Social Security (including that received on behalf of children), annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic payments;
- e) payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay;
- f) Welfare Assistance, where payments include amounts specifically designated for shelter and utilities; periodic and determinable allowances such as alimony and child support, and regular contributions or gifts received from organizations or persons not residing in the dwelling;
- g) all housing allowances and similar allowances which are not reimbursement for job-related expenses;
- h) all regular and special pay, and allowances of members of the Armed Forces (whether or not living in the dwelling) who are the head of the family or spouse;
- i) relocation payments;
- j) undocumented non-payroll deposits to bank accounts, extrapolated to an annualized amount;
- k) earnings up to \$480 annually for each full-time student 18 years or older (excluding the head of household and spouse); and
- l) adoption assistance payments up to \$480 annually per adopted child.

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2. If you have owned or had an ownership interest in a principal residence within the last 3 years, you are not eligible, unless you qualify for specific exceptions. You will be required to provide copies of your most current federal tax and information about the location and type of your residence during the last 3 years, unless you qualify for these exceptions.
3. You will be required to certify that you intend to use the house for which you are applying for a loan as your principal place of residence.
4. By signing this form you acknowledge and agree that the information and/or documentation submitted in connection with your application may be subject to public disclosure.
5. The maximum purchase price of the house you are intending to buy is restricted by law.
6. Your personal assets must be modest (not exceeding \$5,000.00) and you must be creditworthy as determined by your lender.
7. If you sell, dispose of your home, or do not use it as your primary residence during the 5 years after loan closing, your loan amount may be recaptured.
8. In the event that you receive a loan under CHIP and it is subsequently discovered that you made a false statement, misrepresentation or misstatement, you may be required to make an immediate and full repayment of the loan(s) and you may also be subject to criminal prosecution.

Therefore, having read and understood the above, each of the undersigned being duly sworn, deposes and says under oath and seal, I (we) certify that :

A. HOUSEHOLD SIZE

The following people will occupy the subject property:

List all persons that will occupy the subject property after closing.

	<u>Name</u>	Last 4 Digits of S.S.#	Date of Birth
Adults (18 or older):	<u>Applicant:</u> _____	_____	___/___/___
	<u>Co-Applicant:</u> _____	_____	___/___/___
	<u>Non-Applicant</u> _____	_____	___/___/___
Children:	_____	_____	___/___/___
	_____	_____	___/___/___
	_____	_____	___/___/___
	_____	_____	___/___/___

COG-DPA-02 Required

Total Number of Persons in Household: _____

B. CURRENT ANNUAL HOUSEHOLD INCOME

(On each line indicate the current annual income for all loan Applicants.) My (our) annual Household Income is:

	Applicant	Co-Applicant
Gross full-time salary including overtime and bonuses (including all regular and special pay and allowances of members of the Armed Forces, whether or not living in the dwelling, who are the head of the family or spouse)	\$ _____	\$ _____
Gross part-time salary	\$ _____	\$ _____
Dividends and interest; income from royalties, trusts, and investments	\$ _____	\$ _____

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Net business or rental income, or other net income from real or personal property \$ _____ \$ _____

Periodic payments from Social Security (including that received on behalf of children) annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other retirement benefits \$ _____ \$ _____

All housing allowances and similar allowances which are not reimbursement for job-related expenses \$ _____ \$ _____

Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay \$ _____ \$ _____

Alimony and child support, and regular contributions or gifts from persons not residing in the household \$ _____ \$ _____

Public assistance and welfare payments; relocation payments \$ _____ \$ _____

Any other source of income (please specify) _____ \$ _____ \$ _____

TOTAL ANNUAL INCOME \$ _____ \$ _____

TOTAL ANNUAL INCOME OF ANY NON-APPLICANT HOUSEHOLD MEMBER, if applicable \$ _____

TOTAL HOUSEHOLD ANNUAL INCOME \$ _____
(addition of annual income of all adults who live in the residence)

C. PREVIOUS PRINCIPAL RESIDENCE: (please initial all that apply)

- 1) During the past 3 years to the best of my (our) knowledge and belief, I (we) have not had an ownership interest in my (our) principal residence, including, but not limited to, interests: (a) under the terms of a trust, or (b) under the terms of any divorce decree or separation agreement, or (c) as a part of a life estate under a will. _____ / _____
Applicant **Co-Applicant**
- 2) This application is for a First Mortgage Loan in the City Limits of Gainesville. _____

D. During the past three (3) years, I (we) have lived as a tenant at the following addresses for the indicated periods of time:

Applicant:

Co-Applicant:

Address _____
 City _____
 State _____ Zip _____
 Occupied From ____/____/____ to ____/____/____
 Landlord _____
 Address _____
 City _____
 State _____ Zip _____

Address _____
 City _____
 State _____ Zip _____
 Occupied From ____/____/____ to ____/____/____
 Landlord _____
 Address _____
 City _____
 State _____ Zip _____

Address _____
 City _____
 State _____ Zip _____
 Occupied From ____/____/____ to ____/____/____
 Landlord _____
 Address _____
 City _____
 State _____ Zip _____

Address _____
 City _____
 State _____ Zip _____
 Occupied From ____/____/____ to ____/____/____
 Landlord _____
 Address _____
 City _____
 State _____ Zip _____

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Address _____
 City _____
 State _____ Zip _____
 Occupied From ____/____/____ to ____/____/____
 Landlord _____
 Address _____
 City _____
 State _____ Zip _____

Address _____
 City _____
 State _____ Zip _____
 Occupied From ____/____/____ to ____/____/____
 Landlord _____
 Address _____
 City _____
 State _____ Zip _____

E. RESIDENCE REQUIREMENTS

The property is located within the City limits of Gainesville Georgia. The property I (we) have contracted to purchase is a single family residence. I (we) will occupy the property as my (our) principal residence not later than 30 days after the date of closing of the loan. At the time of this application, I (we) do not intend to rent, sell, assign, or transfer the property at any time within the foreseeable future to any other person for the term of the mortgage loan.

F. I (we) certify that I (we) have read and understood this Application Affidavit and that I (we) have been provided a copy of this Certification.

G. CERTIFICATIONS

1. The statements and information set forth in this affidavit and the information submitted in conjunction with my (our) application for a loan under CHIP, including, but not limited to, all federal income tax forms and data, are true and correct and this information does not contain an untrue statement of a material fact or omit the statement of a fact required to be stated or state any misleading facts;
2. I (we) have read and understood the definition of annual income on page 1 and that by definition, I am (we are) the sole wage earner(s) in the household, unless otherwise disclosed in Section B of this affidavit and supported by a fully executed Affidavit of Non-Applicant Household Member, submitted with this affidavit;
3. I (we) fully understand that the above statements and the information set forth in this affidavit are material to the application for a CHIP loan are public information and may be subject to public disclosure and/or verification and I (we) declare under penalty of perjury, which is a felony offense in the State of Georgia, that the above statements and information are true, correct and complete;
4. I (we) fully understand that in the event that any of the information set forth in this affidavit is no longer true at the time of the loan closing and has changed such that I (we) no longer qualify for a loan under CHIP, then I (we) will not be entitled to obtain or close the loan;
5. I (we) fully understand that in the event that I (we) receive a mortgage loan, I (we) hereby acknowledge that any false statement, representation or misstatement made by me (us) create(s) a legal and binding obligation for me (us) to make immediate and full repayment of the mortgage loan, and may result in a fine and/or imprisonment;
6. I (we) fully understand that by financing the applied-for loan through CHIP shall in no event be determined to have made any representations to me (us) with respect to the residence being financed, including, without limitation, the habitability, construction or value of the residence; and
7. I (we) fully understand that I (we) hereby release all entities from any claims related in any way to my (our) application for this loan or to their verification or enforcement of the requirements of CHIP.

 Applicant

 Date

 Co-Applicant

 Date

Sworn to and subscribed before me this ____ day of _____,
 20__.

 Notary Public

My Commission expires on _____

(Notary Seal Affixed Here)

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Affidavit of Non-Applicant Household Member

This form is to be completed and sworn to by any adult (including the applicant's spouse) who is not applying for the loan, but will live in the property.

CURRENT ANNUAL HOUSEHOLD INCOME

Indicate the total annual income for any adult (18 years of age or older) who will live in the property, but who is not an applicant:

Name of Non-Applicant: _____

Gross full-time salary including overtime and bonuses (including all regular and special pay and allowances of members of the Armed Forces, whether or not living in the dwelling, who are the head of the family or spouse)

\$ _____

Employer Name: _____

Date of Employment: From _____ To: _____

Employer Name: _____

Date of Employment: From _____ To: _____

Gross part-time salary

\$ _____

Dividends and interest; income from royalties, trusts, and investments

\$ _____

Net business or rental income, or other net income from real or personal property

Periodic payments from Social Security (including that received on behalf of children) annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other retirement benefits

\$ _____

All housing allowances and similar allowances which are not reimbursement for job-related expenses

\$ _____

Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay

\$ _____

Alimony and child support, and regular contributions or gifts from persons not residing in the household

\$ _____

Public assistance and welfare payments; relocation payments

\$ _____

TOTAL ANNUAL INCOME*

\$ _____

* Transfer this amount to Form COG-DPA-01, "Application Affidavit," page 3.

I have reviewed all of the statements made in this Affidavit. Nothing has come to my attention that would lead me to believe that any of the statements made in this Affidavit are inaccurate or incomplete.

The undersigned being duly sworn, deposes and says under oath and seal:

By affixing my signature below, I certify that I have read and understood the definition of annual income above and have disclosed all my income.

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I fully understand that the above statements and the information set forth in this Affidavit are material to the application for a mortgage loan and may be subject to public disclosure and/or verification and I declare under penalty of perjury, which is a felony offense in the State of Georgia, that the above statements and information are true, correct and complete.

Additionally, I fully understand that:

1. In the event that the information set forth in this Affidavit is no longer true at the time of the loan closing and has changed such that the Applicant no longer qualifies for a loan, then the Applicant will not be entitled to obtain or close the loan; and
2. I hereby release all parties from any claims related in any way to the verification or enforcement of the loan requirements.

Signature of Non-Applicant

Date

Sworn to and subscribed before me this _____
Day of _____, 20____.

Notary Public

My commission expires _____

(Notary Seal Affixed Here)

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Georgia Department of Community Affairs
Community HOME Investment Program
**DECLARATION OF CITIZENSHIP STATUS
FOR HOUSEHOLD MEMBER 18 YEARS OF AGE OR OLDER**

NOTICE TO APPLICANTS AND TENANTS: Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of HUD from making financial assistance available, through the department's programs, to persons other than United States citizens, nationals, or certain eligible non-citizens. In order to be eligible to receive the housing assistance sought, each applicant for, or recipient of, housing assistance must be lawfully within the United States. Please read the Declaration statement carefully, sign and return it to the Housing Authority office. Please feel free to consult with an immigration lawyer or other immigration expert of your choice.

A complete Declaration must be provided for each member of the household.

I, _____, certify, under penalty of perjury, that, to the best of my knowledge, I am lawfully within the United States because (please check appropriate box):

- () I am a citizen by birth, a naturalized citizen, or a national of the United States; or
- () I have eligible immigration status and I am 62 years of age or older. (Attach proof of age); or
- () I have eligible immigration status as checked below (see reverse side of this form for explanations). Attach INS document(s) evidencing eligible immigration status and signed verification consent form.

Immigrant status under 101(a or 1010(a) (20) of the INA 3/; or

Permanent residence under 249 of INA 4/; or

Refugee, asylum, or conditional entry status under 207, 208, or 203 of the INA /5; or

Parole status under 212(d) (5) of the INA /6; or

Threat to life or freedom under 243(h) of the INA /7; or

Amnesty under 245A of the INA 8/.

Signature

Date

Printed Name

Date

Eligible immigration status may be confirmed by providing one of the following forms of documentation:

(1) A noncitizen lawfully admitted for permanent residence, as defined by section 101 (a) (20) of the Immigration and Nationality Act (INA), as an immigrant, as defined by section 101(a) (15) of the INA (8 U.S.C. 1001(a) (20) and 1101(a) (15), respectively) [immigrants]. (This category includes a noncitizen admitted under section 210 or 210A of the INA (8 U.S.C. 1160 or 1161) [special agricultural worker], who has been granted lawful temporary resident status).

(2) A noncitizen who entered the United States before January 1, 1972, or such later date as enacted by law, and has continuously maintained residence in the United States since then, and who is not eligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General under section 249 of the INA (8 U.S.C. 1259).

(3) A noncitizen who is lawfully present in the United States pursuant to an admission under section 207 of the INA (8 U.S.C. 1157) [refugee status]; pursuant to the granting of asylum (which has not been terminated) under section 208 of the INA (8 U.S.C. 1158) [asylum status]; or as a result of being granted conditional entry under section 203(a) (7) of the INA (8 U.S.C. 1153(a) (7)).

Georgia Department of Community Affairs
Community HOME Investment Program
**DECLARATION OF CITIZENSHIP STATUS
FOR HOUSEHOLD MEMBER UNDER 18 YEARS OF AGE**

NOTICE TO APPLICANTS AND TENANTS: Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of HUD from making financial assistance available, through the department's programs, to persons other than United States citizens, nationals, or certain eligible non-citizens. In order to be eligible to receive the housing assistance sought, each applicant for, or recipient of, housing assistance must be lawfully within the United States. Please read the Declaration statement carefully, sign and return it to the Housing Authority office. Please feel free to consult with an immigration lawyer or other immigration expert of your choice.

A complete Declaration must be provided for each member of the household. A PARENT/GUARDIAN must sign for family members under age 18. DO NOT sign child's name.

I, _____, certify, under penalty of perjury, that, to the best of my knowledge, _____, a minor child, is lawfully within the United States because (please check appropriate box):

- () He/She is a citizen by birth, a naturalized citizen, or a national of the United States; or
- () He/She has eligible immigration status and I am 62 years of age or older. (attach proof of age); or
- () He/She has eligible immigration status as checked below (see reverse side of this form for explanations). Attach INS document(s) evidencing eligible immigration status and signed verification consent form.

Immigrant status under 101(a or 1010(a) (20) of the INA 3/; or

Permanent residence under 249 of INA 4/; or

Refugee, asylum, or conditional entry status under 207, 208, or 203 of the INA /5; or

Parole status under 212(d) (5) of the INA /6; or

Threat to life or freedom under 243(h) of the INA /7; or

Amnesty under 245A of the INA 8/.

Signature

Date

Printed Name

Date

Eligible immigration status may be confirmed by providing one of the following forms of documentation:

(1) A noncitizen lawfully admitted for permanent residence, as defined by section 101 (a) (20) of the Immigration and Nationality Act (INA), as an immigrant, as defined by section 101(a) (15) of the INA (8 U.S.C. 1001(a) (20) and 1101(a) (15), respectively) [immigrants]. (This category includes a noncitizen admitted under section 210 or 210A of the INA (8 U.S.C. 1160 or 1161) [special agricultural worker], who has been granted lawful temporary resident status).

(2) A noncitizen who entered the United States before January 1, 1972, or such later date as enacted by law, and has continuously maintained residence in the United States since then, and who is not eligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General under section 249 of the INA (8 U.S.C. 1259).

(3) A noncitizen who is lawfully present in the United States pursuant to an admission under section 207 of the INA (8 U.S.C. 1157) [refugee status]; pursuant to the granting of asylum (which has not been terminated) under section 208 of the INA (8 U.S.C. 1158) [asylum status]; or as a result of being granted conditional entry under section 203(a) (7) of the INA (8 U.S.C. 1153(a) (7)).

Georgia Department of Community Affairs
Community HOME Investment Program

FAIR HOUSING CERTIFICATION

I hereby certify that I have received information on the Georgia Fair Housing Law and the HUD Fair Housing Brochure and that I have read and understand the information.

Signature of Applicant

Date

Signature of Co-Applicant

Date

Signature of Witness

Date

Georgia Department of Community Affairs
Community HOME Investment Program

CERTIFICATION AS TO CONFLICT OF INTEREST

Name of Applicant/Co-Applicant: _____

This is to certify that we are not aware of any conflict of interest that exists between the family benefitting from the receipt of CHIP funds and any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, the

(Name of State Recipient or Sub-recipient)

or of the _____
(Name of administrator, if applicable)

whom are in a position to participate in a decision making process or are responsible for the administration or oversight of the Community HOME Investment Program.

Signature of Applicant

Date

Signature of Co-Applicant (if applicable)

Date

Signature of Certifying Officer of State Recipient/Sub-recipient

Date

Signature of Administrator (if applicable)

Date

Georgia Department of Community Affairs
Community HOME Investment Program

CERTIFICATION TO USE UNIT AS PRINCIPAL RESIDENCE

This is to certify that if my (or our) application for financial assistance through the Georgia Department of Community Affairs' Community Home Investment Program (CHIP) is approved, that I (or we) will occupy the property for which we are receiving the CHIP funding as my (or our) principal residence throughout the required affordability period which as been defined as _____ number of years.

Applicant Signature

Date

Applicant Printed Name

Co-Applicant Signature

Date

Co-Applicant Printed Name

Georgia Department of Community Affairs
 Community HOME Investment Program
INCOME VERIFICATION FORM
Format for Calculating Part 5 Annual Income

1. Name of Applicant(s):		2. Total Number of Persons in Household:			
ASSETS					
Family Member	Asset Description	Current Cash Value of Assets	Actual Income from Assets		
3. Net Cash Value of Assets.....		3.			
4. Total Actual Income from Assets.....			4.		
5. If line 3 is greater than \$5,000, multiply line by ____ (Passbook Rate) and enter results here; otherwise, leave blank			5.		
ANTICIPATED ANNUAL INCOME					
Family Members	a. Wages/ Salaries	b. Benefits/ Pensions	c. Public Assistance	d. Other Income	e. Asset Income
6. Totals	a.	b.	c.	d.	e.
7. Enter total of items from 6a. through 6e. This is Annual Income.....					7.
8. Applicable income limit for county as adjusted for household size:					8.

 Applicant Signature of Homeowner or Home Buyer

 Co-Applicant Signature of Homeowner or Home Buyer

Underwriting Checklist

<input type="checkbox"/>	1.	Loan Applicant Profile - with Underwriters Phone Number
<input type="checkbox"/>	2.	Cover letter from processor or underwriter
<input type="checkbox"/>	4.	Total Household Income Worksheet, completed for applicant(s) and adult non-applicant(s) Household Members
<input type="checkbox"/>	5.	Fully executed Application Affidavit
<input type="checkbox"/>	6.	Affidavit of Adult (18yrs or older) Non-Applicant Household Member (if applicable)
<input type="checkbox"/>	9.	Copy of the Underwriting Transmittal Summary/Loan Analysis signed and dated by Lender's Underwriter
<input type="checkbox"/>	10.	Internal Underwriting Approval with conditions listed. Signed and dated by Underwriter
<input type="checkbox"/>	14.	Verification of Income dated within forty five (45) days of your underwriting decision __Copy of most recent paystubs for borrower and co-borrower, must reflect year-to-date earnings, most current paystub to be placed first __Other sources of income such as child support, SSI, etc. __Most current year's W-2's from all jobs worked for year in question
<input type="checkbox"/>	18.	Sales Contract and applicable Addenda signed by all parties
<input type="checkbox"/>	19.	Uniform Residential Appraisal Report and all attachments including legible photographs.
<input type="checkbox"/>	21.	Home Buyer Education Certificate of Completion
<input type="checkbox"/>	26.	Preliminary Title Policy with chain of title and annual taxes reviewed by underwriter for any insurability issue.
<input type="checkbox"/>	29.	Photo ID for Borrower(s).
<input type="checkbox"/>	32.	Good Faith Estimate

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Loan Applicant Profile

Lender _____

Loan Originator _____ Phone # (____) _____ Fax # (____) _____

Email Address _____

Loan Processor _____ Phone # (____) _____ Fax # (____) _____

Email Address: _____

Person to Receive Underwriting Decision _____

Email Address _____ Phone # (____) _____ Fax # (____) _____

Applicant's Name _____ Co-Applicant's Name _____
 Last First Last First

Property Address

Number and Street: _____

City: _____ Zip Code: _____ County: _____

Target or Non Target _____	Census Tract or Block # _____
New or Existing _____	Year Built _____
First Mortgage Loan Type _____	Attached/Detached/Condo _____
Purchase Price _____	Number of Rooms _____
Appraised Value _____	Number of Bedrooms _____
First Mortgage Loan Amount _____	Number of Bathrooms _____
Conventional First Mortgage LTV _____	Total Square Feet _____
Term of the Loan in Months _____	Home Buyer Education Provider _____
Buy down <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Interest Rate _____	Automated Underwriting System _____
Second Mortgage Loan Amount _____	Credit Score Used _____
Household Annual Income _____	Ratios _____% _____%

Ethnicity:	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Non Hispanic or Latino
Race:	<input type="checkbox"/> White	<input type="checkbox"/> Black / African-American
<input type="checkbox"/> American Indian / Alaskan Native	<input type="checkbox"/> Native Hawaiian / Other Pacific	<input type="checkbox"/> Asian
<input type="checkbox"/> American Indian/Alaskan Native & White	<input type="checkbox"/> Black / African-American & White	<input type="checkbox"/> Asian & White
<input type="checkbox"/> American Indian/Alaskan Native & Black/African-American		<input type="checkbox"/> Other Multi-Racial

The City of Gainesville is committed to providing all persons with equal access to its services, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability, or age.



MORTGAGE CHECKLIST

Ask your lender to help complete this checklist

MORTGAGE A

MORTGAGE B

MORTGAGE AMOUNT

Basic Features for Comparison

Annual percentage rate

Initial payment without discount

Initial payment with discount (if any)

How long will discount last?

Payment caps

Negative amortization

Convertibility or prepayment privilege

Initial fees and charges

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