

LOAN TO OWN



Committed to Home Ownership and Neighborhood Revitalization

LOAN-TO-OWN PROGRAM

A down-payment and closing-cost loan that can provide up to \$25,000 if the mid score is 650-699, or up to 20% or \$40,000 if the mid score is 700 or higher, whichever is less, based on need, to income-qualified persons who have not owned a home within the last three (3) years. All cities within Utah County are included except Eagle Mountain, Fairfield, Highland, Woodland Hills and Provo. Provo has its own program, see www.provo.org/welcomehome.

- ◆ Must be under HUD's income limits
- ◆ Loans are 0% interest with deferred payments, for down-payment and/or closing cost assistance. No portion of the loan is forgivable
- ◆ Applicant must be first-time home buyer, have a mid credit score of 650 or higher and be on their current job for six months. Subject to underwriting criteria
- ◆ First mortgage may be acquired through buyer's lender of choice
- ◆ A background check will be performed on all applicants
- ◆ Applicants **must attend** a Pre Home-Ownership Counseling class. The class must be scheduled before the application can be turned in. The class can be scheduled by calling:
 - ◆ Community Action at 801-691-5200 or online at www.communityactionuc.org
 - ◆ NeighborWorks Provo at 801-375-5820
 - ◆ The certificate must be turned into our office before the loan can be closed
- ◆ Liquid assets cannot exceed \$15,000 up to time of closing

Incomplete applications will NOT be accepted. The following must be submitted to make a complete application:

- Completed and signed application
- Copy of 2018 Federal Tax Returns
- Copy of 2017 Federal Tax Returns
- Copy of 2016 Federal Tax Returns
- Copies of pay stubs for the last three months for anyone in the household over 18 who has income
- Signed and notarized Affidavit of Seller
- Home-Ownership class scheduled
Date: _____
- Birth Certificate, US issued passport or Permanent Resident Card for all household members, **plus** Social Security Cards (we will copy in the office)
- Copies of last three month's bank statements

Applications may be submitted by bringing them to our office located at:

For questions, please call 801-852-6162

Due to the COVID-19 pandemic, all in-person classes have been suspended. We will accept the following on-line course only: <https://extension.learn.usu.edu/browse/home-buyer/courses/home-buyer-education-2019>

Provo City Corporation
Housing Assistance Programs
Loan Application

Information provided by applicant will be used to determine eligibility for Federal Programs

Incomplete applications will *NOT* be processed

Date of Application	
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Applicant Information

APPLICANT'S NAME (Last) (First) (Middle)				Home Phone	
Present Street Address	City	State	Zip Code	No. of Years _____ Mo. Pmt \$ _____ _ Own Rent	
Former Street Address (If at current address for less than 2 years)	City	State	Zip Code	No. of Years _____ Mo. Pmt \$ _____ Own Rent	
Marital Status Married Unmarried (single, divorced or widowed) Separated		No. of Dependents (Living in home)		Ages	
Name and Address of Employer			Social Security Number		Self Employed? Yes No
Business Phone No.	Position/Title	Type of Business	No. of Years on Job		Years in this line of work
Name and Address of Previous Employer (if at position less than 2 years)			No. of Years on Job		Business Phone
Personal Email Address:					

Co-Applicant Information (Spouses/Partners must be included)

APPLICANT'S NAME (Last) (First) (Middle)				Home Phone	
Present Street Address	City	State	Zip Code	No. of Years _____ Mo. Pmt \$ _____ _ Own Rent	
Former Street Address (If at current address for less than 2 years)	City	State	Zip Code	No. of Years _____ Mo. Pmt \$ _____ Own Rent	
Marital Status Married Unmarried (single, divorced or widowed) Separated		No. of Dependents (Living in home)		Ages	
Name and Address of Employer			Social Security Number		Self Employed? Yes No
Business Phone No.	Position/Title	Type of Business	No. of Years on Job		Years in this line of work
Name and Address of Previous Employer (if at position less than 2 years)			No. of Years on Job		Business Phone
Personal Email Address					

Home Ownership Assistance Programs

Property Address to be Purchased: _____
Street Address
City
State
Zip

Number of Bedrooms: _____ Purchase Price: \$ _____ Have you qualified for first mortgage? _____

Type of Mortgage: FHA _____ VA _____ Conventional _____ Contract _____

Are you receiving any gift funds: Yes, how much _____, from whom _____ No

Mortgage Company: _____

Loan Officer's Name: _____ Phone: _____

Cell Phone: _____ Fax: _____ Email: _____

Buyer's Real Estate Agent: _____ Company: _____

Phone: _____ Cell Phone: _____ Fax: _____

ANNUAL INCOME

Source	Applicant	Co-Applicant	Other Household Member 18 or Older	Total
Salary: Hourly \$ _____ Monthly \$ _____				
Overtime Pay				
Commissions				
Social Security, Pensions, Retirement Funds, etc.,				
Unemployment Benefits				
Alimony, Child Support				
Other				
TOTAL				

CREDITOR INFORMATION (Will be verified by a credit report)

Name of Creditor	Original Balance	Current Balance	Due Date	Monthly Payment	Past Due Amount
	\$	\$		\$	\$
	\$	\$		\$	\$
	\$	\$		\$	\$
	\$	\$		\$	\$
	\$	\$		\$	\$
Total Monthly Payments	\$	\$		\$	\$

STATEMENT OF THE FAMILY'S CURRENT COMBINED FINANCIAL CONDITION

ASSETS

Monetary Assets:

- 1. Cash
 - On Hand _____
 - Checking _____
 - Savings _____
 - Total Cash** _____
- 2. Money loaned to others
(repayment expected) _____
- 3. Investments
 - Savings Bonds _____
 - Stocks & Bonds _____
 - Mutual Funds _____
 - Cash Value of Life Insurance _____
 - Cash Value of Annuities _____
 - 401K (retirement) _____
 - Total Investments** _____
- 4. Accumulation in Company Profit-Sharing Plan _____

TOTAL MONETARY ASSETS

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Fixed Assets:

- 5. Home and Property _____
- 6. Other Real Estate Investments _____
- 7. Automobiles _____
- 8. Ownership Interests in Small Businesses _____
- 9. Personal Property
(Estimated value of furniture, appliances, clothing, etc.) _____

TOTAL FIXED ASSETS

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TOTAL ASSETS OF FAMILY

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LIABILITIES

- 10. Monthly Bills
 - Taxes Due _____
 - Insurance _____
 - Rent _____
 - Utilities _____
 - Chrg Accts _____
 - Total Unpaid Bills** _____
- 11. Installment Loans (Balance Due)
 - Auto _____
 - Other _____
 - Total** _____
- 12. Loans (Balance due)
 - Bank _____
 - Education _____
 - Other _____
 - Total** _____
- 13. Mortgages (Balance due)
 - Home _____
 - Other _____
 - Total** _____

TOTAL LIABILITIES

=====

STAFF USE ONLY:

TOTAL ASSETS _____

minus _____

TOTAL LIABILITIES _____

Equals _____

NET WORTH OF FAMILY _____

=====

INFORMATION REQUIRED BY HUD

HOUSEHOLD COMPOSITION

Household Composition (List the head of your household and all members who live in your home. Give the relationship of each member to the head.)

Family Member #	Full Name	Relationship	Age	Sex	Ethnic Origin (see codes below)
1					
2					
3					
4					
5					
6					
7					

(List additional 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 who is not listed above? Yes No
3. Does anyone plan to live with you in the future who is not listed above? Yes No
4. Have you, your spouse, or co-applicant owned residential property within the past 3-years?
Yes No
5. Have you, your spouse or co-applicant ever declared bankruptcy? Yes No
If yes, Date Filed _____
6. Are you, your spouse or co-applicant related to an employee of the Provo City Neighborhood and Community Services Department or any appointed or elected Provo City Official? Yes No
7. Have you ever received any type of Federal assistance? If yes, please explain: _____ Is
8. this property a single-family home _____ If yes, do you plan to make it a legal accessory apartment? _____
Single-family home with legal-accessory apartment _____

Please explain if you answered "Yes " to any question above. _____

Race and Ethnicity Category Codes:

1. White - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.	6. American Indian/Alaskan Native and White - A person having these multiple racial origins as defined above.
2. Black/African American- A person having origins in any of the black racial groups of Africa.	7. Asian/White - A person having these multiple racial origins as defined above.
3. Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	8. Black/African American and White - A person having these multiple racial origins as defined above.
4. American Indian/Alaskan Native - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.	9. American Indian/Alaskan Native & Black/African American - A person having these multiple racial origins as defined above.
5. Native Hawaiian/Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	10. Other Multi-Racial - Category used for reporting individual responses that are not included in any of the categories listed above.

White, Black, Asian, Pacific Islander, American Indian, or multi-race may also be counted as being Hispanic. Select from the number code above for your household members race & ethnicity information. The race and ethnicity categories are compiled by the U.S. Department of Housing and Urban Development and are required fields.

Hispanic/Latino For each occupied unit, indicate if the head of household is Hispanic/Latino by selecting **Yes** or **No**
A person of Hispanic/Latino ethnicity is defined as someone of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture, regardless of race.

Family Size and Income Requirements

To qualify for any program using Federal Funds, we are required to determine income eligibility based upon the number of persons who will occupy the household and total household income. Please circle the total number of persons who will be occupying residence, then circle the range that most accurately reflects the total household income of all persons 18 years of age and older:

Household Size	Income 30%	Very Low 50%	Low/Moderate 80%	Ineligible HOME >80%
1	\$0-\$16,750	\$16,751-\$27,900	\$27,901-\$44,600	\$44,601 or above
2	\$0-\$19,150	\$19,151-\$31,850	\$31,851-\$51,000	\$51,001 or above
3	\$0-\$21,550	\$21,551-\$35,850	\$35,851-\$57,350	\$57,351 or above
4	\$0-\$23,900	\$23,901-\$39,800	\$39,801-\$63,700	\$63,701 or above
5	\$0-\$25,850	\$25,851-\$43,000	\$43,001-\$68,800	\$68,801 or above
6	\$0-\$27,750	\$27,751-\$46,200	\$46,201-\$73,900	\$73,901 or above
7	\$0-\$29,650	\$29,651-\$49,400	\$49,401-\$79,000	\$79,001 or above
8	\$0-\$31,550	\$31,551-\$52,550	\$52,551-\$84,100	\$84,101 or above

Effective 6-28-19

CERTIFICATION:

All information given on this application will be kept in confidence and used only for application of the Provo City program for which you have applied.

I/We verify that the information given on this form is accurate and complete to the best of our knowledge, and I/We authorize you to obtain such information as you may require to verify the information contained herein, including obtaining a credit report.

I/We affirm that each answer is true and correct and is made for the purpose of obtaining assistance from Provo City Corporation and you are entitled to rely thereon, whether or not you obtain further and/or additional information.

I/We further affirm that I/We are aware that, if such a loan is approved by Provo City, I/We will work with the staff to comply with all of the policies and procedures as outlined by Provo City, and that I/We will willingly secure the loan in the amount necessary with a duly executed Trust Deed and Trust Deed Note. If such loan is approved, I/We will be notified by Provo City.

I/We have also read and understand the HOME Ownership Assistance Program Guidelines and this application and I/We agree to abide by the guidelines of the Provo City HOME Ownership Assistance Program. I/We will not hold Provo 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 Provo City employee regarding application for the Provo City HOME Ownership Assistance Program, prior to receipt of a formal commitment letter from Provo City 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 the Provo 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 Provo City committing a specific amount of funds to the project is at the risk and expense of the applicant.

Date: _____ Signature (Borrower): _____

Date: _____ Signature (Co-Borrower): _____

Date: _____ Received By (City Staff Member): _____

AFFIDAVIT OF SELLER

AFFIANT, being first duly sworn, states and represents that:

- 1 Affiant is the owner, or an interested holder in a partnership, or an officer and shareholder of a corporation, which owns property located at _____, _____, Utah, _____.
Street Address City Zip Code
- 2 Affiant has entered into an agreement to sell the property.
- 3 Affiant's purchaser has made application to Provo City to obtain a loan of \$_____ to apply toward the purchase of the property.
- 4 Affiant is hereby notified, that _____ will be unable to acquire the property in the event the negotiations fail to result in an amicable agreement; and the estimated Fair Market Value of the property is \$_____ .
Applicant's Name(s)
- 5 Affiant, or the partnership or corporation which Affiant represents or owns has owned the property for a period of _____ years.
- 6 Affiant represents that:

Other than the Affiant and Affiant's immediate family, no persons have resided at the property during the previous month, OR,

If any person other than the Affiant and Affiant's immediate family has been a tenant residing at the property during the last six or more months, the tenancy of any such person in the property has not been terminated as a result of the planned sale to the Affiant's purchaser.
- 7 The above mentioned property is not part of an intended, planned or designated project area where all or substantially all of the property within the area is to be acquired within specific time limits.

DATED: _____

AFFIANT - SIGNATURE

AFFIANT - PRINT NAME

ADDRESS - PRINT

State of Utah)
 :SS
County of Utah)

SUBSCRIBED and sworn to before me on the _____ day of _____, 20_____.

_____ Notary Public

Residing At: _____