



## HOMEBUYER'S ASSISTANCE PROGRAM (HAP)

### APPLICATION PROCESS

1. Prospective homebuyer (Participant) should contact the City of Modesto (Parks, Recreation and Neighborhoods Department) at (209) 577-5311 to determine if they meet the basic program qualifications.
2. Participant completes homebuyer counseling and receives a certificate of completion from the workshop provider. The certificate of completion must be given to the first mortgage lender to include it as a part of the application.
3. Participant selects a home. A real estate agent can assist participant in selecting a home and will execute a purchase contract. The purchase agreement must allow for a review of the home inspection report.
4. Participant works with a lender to qualify for a first mortgage. Any lender can participate in the program. The first mortgage lender will contact the City at 577-5311 to request submittal information. The first mortgage lender will submit the application package to the City.
5. Staff will review application and submit to the loan committee for approval.
6. Upon approval of the loan, the City will issue a conditional letter of funding commitment good for 30 days and prepare the necessary loan documents. City staff will schedule an appointment to meet with the applicant(s) to sign the loan documents.
7. The funds will be provided to the escrow or title company at closing.

### INSTRUCTIONS FOR COMPLETING APPLICATION

**APPLICANT:** With the assistance of lender, complete pages 2 through 4 of the application (Applicant Portion). The lender will complete the remaining sections.

**LENDER:** Complete pages 5 through 8 of the application. Provide copies of the documents listed on the Transmittal Checklist Form (Page 8), and deliver the complete application package to the City of Modesto, Parks, Recreation and Neighborhoods Department, 1010 10th Street, Suite #4300, Modesto. If you are completing this application for the first time, please contact the Parks, Recreation and Neighborhoods Department at 577-5311 for assistance.





**I. APPLICANT INFORMATION**

Name: _____	Social Security No: _____
Address: _____	Daytime Phone No: _____
City, State, Zip: _____	Landlord Name: _____
<input type="checkbox"/> Own <input type="checkbox"/> Rent ___ No. of Years	Landlord Phone: _____
.....	
Present Employer: _____	Employer Phone: _____
Address: _____	How Long Employed: _____ Years _____ Months
City, State, Zip: _____	Monthly Gross Income: \$ _____
Position/Title: _____	Years in profession: _____

**II. CO-APPLICANT INFORMATION**

Name: _____	Social Security No.: _____
Address: _____	Daytime Phone No.: _____
City, State, Zip: _____	Landlord Name: _____
<input type="checkbox"/> Own <input type="checkbox"/> Rent ___ No. of Years	Landlord Phone: _____
.....	
Present Employer: _____	Employer Phone: _____
Address: _____	How Long Employed: _____ Years _____ Months
City, State, Zip: _____	Monthly Gross Income: \$ _____
Position/Title: _____	Years in profession: _____

**III. OTHER HOUSEHOLD INCOME:**

Do you have income from other sources: Yes  No

If yes, list source(s) and additional gross monthly income below:

1. Source: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_
2. Source: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_

**IV. FAMILY INFORMATION (Complete for each non-applicant household member):**

Name	Relationship	Age	Social Security Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____





**V. PROGRAM ELIGIBILITY INFORMATION**

1. Have you or the co-applicant owned any real property during the past 3 years? Yes  No   
If yes, state the location of the property: \_\_\_\_\_
  
2. How much money do you have available for:
  - (a) Down Payment: \$ \_\_\_\_\_ Source of Funds: \_\_\_\_\_
  - (b) Closing Costs: \$ \_\_\_\_\_ Source of Funds: \_\_\_\_\_

Total: \$ \_\_\_\_\_

**VI. ASSET INFORMATION (List for applicant and co-applicant):**

SOURCE	NAME OF BANK	BALANCE
Saving(s) Account(s)		
Checking Account(s)		
Money Market/CD's		
IRA/Retirement Accounts		
Stocks/Bonds		
Other		

**VI. DEBT INFORMATION (List for applicant and co-applicant):**

<b>Current Rental Payment:</b>	\$ _____	
<b>Monthly Debt Obligations:</b>	<b>Minimum Payment:</b>	<b>Balance Owed:</b>
Auto: Year/Make:	\$ _____	\$ _____
Auto: Year/Make:	\$ _____	\$ _____
Credit Card #1:	\$ _____	\$ _____
Credit Card #2:	\$ _____	\$ _____
Credit Card #3:	\$ _____	\$ _____
Credit Card #4:	\$ _____	\$ _____
Credit Card #5:	\$ _____	\$ _____
Total Other:	\$ _____	\$ _____
<b>TOTAL (Excluding rent):</b>	\$ _____	\$ _____





**VII. ACKNOWLEDGEMENT:**

I certify that the information provided in this application is true, correct and complete to the best of my knowledge and belief. I am aware of the Homebuyer's Assistance Program eligibility requirements and certify to the best of my knowledge and belief that I am eligible for assistance under the Program.

Permission is granted to check my/our credit and/or verify any and all information in support of this application.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**AUTHORIZATION TO RELEASE INFORMATION**

I hereby authorize \_\_\_\_\_

(Name of Participating Lender)

to release to the City of Modesto, or its designated agent, any and all information required in connection with my application for City assistance to purchase a home. Verification of information by the City of Modesto is necessary to determine my eligibility for the Homebuyer's Assistance Program. This form may be reproduced or faxed, with such copy being as effective consent as the original, which I (we) have signed.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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**AFFIRMATIVE ACTION INFORMATION**

Applicant(s) is/are considered for assistance under the Homebuyer's Assistance Program without regard to race, color, religion, sex, or national origin. To help us comply with Federal record keeping, reporting, and other legal requirements, please provide the information below:

Size of household (Circle one):    1    2    3    4    5    6    7    8 or more

**Race of Head of Household (Check):**

- White     Black or African American     Asian     American Indian or Alaska Native
- Native Hawaiian or other/Pacific Islander     American Indian or Alaska Native and White
- Asian and White     Black or African American and White     American Indian or Alaska Native and Black or African American     Balance/ Other

**Ethnicity of Head of Household (Check if also):**

Hispanic

**Gender: (Check):**

Male     Female

Female Head of Household





To be completed by the Lender:

**I. PARTICIPATING LENDER INFORMATION:**

Lender Name:		Contact Person:	
Address:		Phone Number:	
City, State, Zip		Fax Number:	
		Email address	

**II. ESCROW INFORMATION**

Company:		Contact Person:	
Address:		Phone Number:	
City, State, Zip:		Fax Number:	
Escrow No.		Email address	

**III. REAL ESTATE INFORMATION**

Real Estate Agency		Contact Person:	
Address:		Phone Number:	
City, State, Zip:		Fax Number:	

**IV. PROPERTY INFORMATION**

Street Address:		Purchase Price	
APN:		Year Built	

**V. APPLICANT INCOME ELIGIBILITY:**

The applicant's household must qualify as a low or moderate income as defined by Section 8 income guidelines, and cannot exceed the median area income (MAI) limits for Modesto as listed below. Income limits change on an annual basis.

Total Household Size: \_\_\_\_\_

Total Household Income: \$ \_\_\_\_\_

Household size	Income limit	Household size	Income limit
1 Person	\$34,250	5 Person	\$52,850
2 Person	\$39,150	6 Person	\$56,750
3 Person	\$44,050	7 Person	\$60,650
4 Person	\$48,900	8 Person	\$64,550



**VI. FINANCIAL PACKAGE**

The following is proposed first mortgage loan terms and conditions as outlined by lender:

Type of Loan: (FHA, CHFA, Conv, etc.) \_\_\_\_\_  
 Total Loan Amount: \$ \_\_\_\_\_ Interest Rate: \_\_\_\_\_  
 Base Loan Amount: \$ \_\_\_\_\_ MIP/PMI: \$ \_\_\_\_\_  
 CHFA (One-year buy down) [ ] Yes [ ] No  
 Down Payment Amount required (per type of loan)  
**Indicate the full amount.** \$ \_\_\_\_\_

**Proposed Monthly Housing Costs:**

(a) Mortgage Payment (P & I): \$ \_\_\_\_\_  
 (b) Property Taxes: \$ \_\_\_\_\_  
 (c) Homeowners Insurance: \$ \_\_\_\_\_  
 (d) Other \_\_\_\_\_ (MI and/or HOA) \$ \_\_\_\_\_  
 (e) City loan \$ -0-  
 (f) Total Monthly Housing Costs (a) thru (e) \$ \_\_\_\_\_

**VII. SUBSIDY CALCULATION TO DETERMINE CITY LOAN AMOUNT**

**A. Income and Debt Ratio**

a. Annual Household Income \$ \_\_\_\_\_  
 b. Monthly Household Income \$ \_\_\_\_\_  
 c. Total Housing Costs (from (f) above): \$ \_\_\_\_\_ % of Income  
 d. Total Other Monthly Debt: \$ \_\_\_\_\_  
 Total Monthly Debt (c+d): \$ \_\_\_\_\_ % of Income

**B. City Loan Amount (should match the 1003 form)**

a. Purchase Price \$ \_\_\_\_\_  
 b. Mortgage Insurance (\$ \_\_\_\_\_)  
 c. Re-occurring Closing Costs \$ \_\_\_\_\_  
 d. Non-reoccurring Closing Costs \$ \_\_\_\_\_  
**1. Total Acquisition Price (a) thru (d)** \$ \_\_\_\_\_

e. Base Loan Amount \$ \_\_\_\_\_  
 f. Mortgage Insurance Financed \$ \_\_\_\_\_  
 g. Borrower's Funds \$ \_\_\_\_\_  
 h. Seller Paid Closing Costs \$ \_\_\_\_\_  
 i. Other Financing: Describe \$ \_\_\_\_\_

**2. Total Available Funds Excluding City Loan (e thru i)** \$ \_\_\_\_\_

**3. Financing Gap – Line (B-1) minus (B-2)** \$ \_\_\_\_\_



**VIII. CERTIFICATION OF APPLICANT ELIGIBILITY**

Based on the documentation submitted by the applicant and the verification of that information, I certify to the best of my knowledge and belief that the applicant(s) is eligible for assistance through the City's Homebuyer's Assistance Program.

\_\_\_\_\_  
Lender Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

NOTE: LENDER MUST SUBMIT COPIES OF THE DOCUMENTS LISTED ON THE TRANSMITTAL CHECKLIST FORM (USE FORM AS COVER SHEET) ALONG WITH THIS COMPLETED APPLICATION.

*Applications should be returned to: Parks, Recreation and Neighborhoods Department, 1010 Tenth Street, Suite 4300, Modesto, California 95354*

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**CITY OF MODESTO USE ONLY – DO NOT WRITE BELOW THIS LINE.**

Date Application Received: \_\_\_\_\_ Date Application Processed: \_\_\_\_\_

Applicant meets the income qualifications:  YES  NO  
Total Household Size: \_\_\_\_\_  
Total Household Income: \$ \_\_\_\_\_ Maximum Allowable: \$ \_\_\_\_\_

Is the home located within city limits:  Property sold by owner/occupant  
Yes  No   
Address: \_\_\_\_\_  Property vacant for more than 6-months  
 Property is being purchased by current tenant

Applicant does not have current ownership interest in other property  YES  NO  
 The application package is complete  YES  NO  
 Applicant intends to occupy home as his/her permanent residence  YES  NO  
 Applicant has been approved for permanent financing  YES  NO  
 All closing costs are reasonable  YES  NO  
If no, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special circumstances of the application  YES  NO  
If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application complete:  YES  NO  
If no, explain (*note the date when all of the information has been provided*) \_\_\_\_\_

.....  
Amount of funds recommended: \$ \_\_\_\_\_





Reviewed By: \_\_\_\_\_

Approved By: \_\_\_\_\_

TO: **Homebuyer's Assistance Program**  
 Parks, Recreation & Neighborhoods Department  
 1010 Tenth Street, Suite 4300  
 Modesto, California 95354 Phone:(209) 577-5311 Fax:(209) 544-3982

FROM: Lender: \_\_\_\_\_

RE: Applicant: \_\_\_\_\_

DATE: \_\_\_\_\_

**NOTE:** *The City recognizes that all the documents listed above may not be available or executed at the time the applicant applies for a City loan or permanent financing. Please provide, at a minimum, those items identified with an **asterisk** to make an initial eligibility determination. The remaining documentation should be forwarded to the City as it becomes available. **NOTE:** Application packets provided with all the listed information are processed at a much quicker rate.*

**The documents checked below are enclosed in the following order:**

**Lender City  
Use Use**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1.* Homebuyer's Assistance Program Application (Applicant and Lender Portion)   |
| _____ | _____ | 2.* First Time Homebuyer's Class Certificate of Attendance and Completion   |
| _____ | _____ | 3.* First Mortgage Loan Application, signed by Lender and Applicant(s)  |
| _____ | _____ | 4.* First Mortgage approval letter, including list of conditions  |
| _____ | _____ | 5.* Credit Report(s)  |
| _____ | _____ | 6.* Verification of Employment for all adult wage earners in the applicant's household (if VOE required for first mortgage)             |
| _____ | _____ | 7.* Two (2) most recent wage stubs for all adult wage earners in the applicant's household  |
| _____ | _____ | 8.* Documentation of other income sources and asset information for household.  |
| _____ | _____ | 9.* Statement under penalty of perjury of unemployment status for unemployed adults   |
| _____ | _____ | 10.* Copy of two previous years filed Federal tax return (signed) with all attachments  |
| _____ | _____ | 11.* W-2's/1099's (for all adult applicants and household members)  |
| _____ | _____ | 12.* Bank statements (last three months)  |
| _____ | _____ | 13.* Good Faith estimate of settlement charges (signed)   |
| _____ | _____ | 14.* Truth in Lending Disclosure Statement (signed)   |
| _____ | _____ | 15.* Copy of signed Purchase Contract/Agreement with any attachments/amendments, If a short sale, the lender approval must be attached. |
| _____ | _____ | 16. Current Property Appraisal  |
| _____ | _____ | 17. Preliminary Title Report  |
| _____ | _____ | 18. Lead Based Paint (LBP) Disclosure Statement and LBP Hazard Screen Assessment (for homes built before 1978)                          |
| _____ | _____ | 19. Home Inspection Report  |
| _____ | _____ | 20. Termite Pest Control Inspection or Clearance  |
| _____ | _____ | 21. Copy of CHFA Buy down Agreement (if applicable)   |

