City of Brockton
Brockton Redevelopment Authority

First Time Homebuyers Program (FTHP)
Downpayment and Closing Costs Assistance
50 School Street
Brockton, MA 02301
Phone: (508) 586 – 3887
E-mail: dguzman@brocktonredevelopmentauthority.com
## Contents

Program Overview ........................................................................................................... 3
Financial Assistance ........................................................................................................ 3
Homebuyer Assistance...................................................................................................... 4
  Second Loan Amount .................................................................................................... 4
  Eligible Uses ................................................................................................................. 4
Primary Residency ........................................................................................................... 4
Recapture Requirements ................................................................................................. 5
Net proceeds ..................................................................................................................... 5
Recorded Documents ...................................................................................................... 5
Eligibility Criteria ............................................................................................................. 6
  Applicant Requirements ............................................................................................... 6
    Determining Income – Part 5 ....................................................................................... 7
Assets Determination......................................................................................................... 8
Property Requirements Criteria....................................................................................... 8
  Location .......................................................................................................................... 8
  Purchase Price ............................................................................................................... 9
  Minimum Property Standards ....................................................................................... 9
  Home Price Limits ......................................................................................................... 9
  Home Characteristics .................................................................................................... 10
First Mortgage Loan........................................................................................................ 10
  Obtaining a loan ............................................................................................................ 10
FTHP Homebuyer Underwriting Requirements .............................................................. 11
  Savings and Reserves ................................................................................................... 11
  FTHP Loan Assistance ................................................................................................. 11
    Maximum FTHP loan Amount ..................................................................................... 11
    Minimum Homebuyer Match Requirement .............................................................. 11
  FTHP Loan and Terms ................................................................................................ 12
  Eligible Closing Costs .................................................................................................. 12
  Approval of the FTHP Loan ......................................................................................... 13
FTHB Loan Repayments and Terms ............................................................................. 13
  Sale of Property during the period of residency .......................................................... 14
  First Loan Refinancing ................................................................................................. 14
  Condition of Default ................................................................................................... 14
  Foreclosure ................................................................................................................... 14
  FTHP Loan Monitoring Procedures .......................................................................... 14
Application Process ........................................................................................................ 15
  Considerations before completing the program application: ...................................... 15
Guidelines and Program Application ............................................................................ 17
Application Checklist .................................................................................................... 22
FIRST-TIME HOMEBUYERS DOWN PAYMENT AND CLOSING COST PROGRAM (FTHP) FY2014

Guidelines and Application

Program Overview

The City of Brockton through the Brockton Redevelopment Authority (BRA) offers financial assistance to low-to-moderate income first time eligible homebuyers through the First-Time Homebuyers Down Payment and Closing Cost Assistance Loan Program (FTHP Loan). Under this program, eligible down payment and closing costs are paid with funding available under the U.S. Department of Housing & Urban Development’s (HUD) HOME Investment Partnership Program.

Financial Assistance

To increase homeownership in the City of Brockton, the Program provides financial assistance of up to $7,500 per household in the form of a First Time Homebuyers Loan. In addition, NeighborWorks Southern Mass (NWSOMA) can provide up to $2,500 in closing costs to match the HOME funds for a total of $10,000 per household (subject to available funds and NWSOMA discretion).

The approval for the amount of funding is based on the amount of assistance needed at the mortgage closing. Program’s eligibility requires verification of household’s anticipated income, assets, employment, and compliance with federal and local regulations. NWSOMA and the BRA will perform independent underwriting and underlying analysis to determine participants’ eligibility and affordability of the FTHB Loan and first mortgage.

Prospective homebuyers must make the home their permanent residence. In the event there is a transfer of the home’s title, whether voluntary or involuntary, by the homebuyer or the property ceases to be the homebuyer’s principal residence, the BRA will recapture, at the sale of the home, the total FTHB loan amount.

Again, be advised that The FTHB down payment assistance and closing cost loan is a deferred, zero-interest loan and must be paid back at transfer of ownership, sale of the home or in the event of refinancing, except for Rate and Term refinancing only.

If the home is sold, and the available net proceeds are not sufficient to recapture the FTHB loan amount, the BRA may consider sharing the net proceeds. Estimations of available net proceeds to be returned to the BRA and the homebuyer will recognize capital improvements performed by the homeowner on the property and will be follow the rules published in notice CPD 12-003.
“Guidance on Resale and Recapture Provision Requirements under the HOME Program”. More information on Recapture Guidelines will be discussed in the Homebuyer Assistance Section.

The BRA and NWSOMA administer the FTHB Loan. The Program is only offered for the acquisition of single-family units and two-family units in Brockton, Massachusetts.

**Homebuyer Assistance**

**Second Loan Amount**

For many potential homebuyers, the biggest barriers to homeownership are the down payment and the closing costs. Saving for the upfront costs of purchasing a home might be a difficult option for homebuyers.

The FTHB Program provides a zero interest, deferred payment loan, secured by a promissory note to help the homebuyer to pay for the down payment and closing costs of her first mortgage. The minimum amount of any FTHB loan is $1,000 and the maximum amount of any FTHB loan will not exceed $7,500. Additional funds may be match to NWSOMA at its discretion. A deferred loan entails that payments are deferred over a period of time; however, the FTHB loan must be paid back only if the property is sold, refinanced (except for rate and terms only), or the homeowner dies during the term of the loan.

**Eligible Uses**

The FTHP loan may be used for the following activities:

- Lender’s required down payment
- Buyer’s closing costs (customary and reasonable)

**Primary Residency**

The City of Brockton will recapture the full amount of the aforementioned loan amount when there occurs a change in the home’s ownership, whether voluntary or involuntary, by the homebuyer during the established period of primary residency, refinance of the loan or a breach of the soft second loan agreement. The second loan can be paid back before or during the transfer (sale) of ownership. A promissory note will be tie to the property title. The City of Brockton will recapture the full amount of the loan amount or a portion of it, contingent to available net proceeds.

Recaptured HOME funds will be considered Program Income and will be used only for HOME eligible activities, as outlined by HUD.
Recapture Requirements

The homebuyer is required to repay the direct assistance provided in the event any one of the following occurs during the period of primary residency:

- The purchased home under this program does not continue to be the principal residence of the homebuyer
- The property owner has breached the terms of the program agreement
- Home refinancing, except for Rate and Term refinancing only.
- Death of the last surviving homebuyer
- The borrower fails to maintain required property hazard insurance or fail to pay property taxes

The period of residency shall be enforced through a Promissory Note and the FTHB Loan Agreement. Recapture of funds on sale and foreclosure provisions terminates the affordability period and requires the repayment of the soft second loan.

Net proceeds

Where there is a sale of a property (voluntary or involuntary) during the period of affordability, the recaptured amount is limited to the “shared net proceeds” (see 24 CFR 92.254 (a)(5)(ii)(A)(3), if any. The net proceeds are defined as the sales price minus the superior loan repayment (other than HOME funds) and any closing costs.

If there are not enough net proceeds upon the sale to repay the Homebuyer Assistance Program subsidy that is subject to recapture, the Homebuyer is not required to pay any such amount not available from the sale. Once the soft second loan funds are recaptured, the affordability period terminates and the program requirements no longer apply to the property.

The recapture of the HOME funds will be based on the ratio of the HOME subsidy to the sum of the homeowner’s investment (downpayment and any capital investment made by the owner since purchase), plus the HOME subsidy.

Recorded Documents

The following documents must be signed at the time of loan closing:

- FTHP Loan Agreement
- Promissory Note

The promissory note must be recorded with the Registry of Plymouth County Registry of Deeds to secure the direct assistance provided. The BRA will provide samples of these legal documents to qualified borrowers.
Homebuyer files including these legal documents shall be maintained for five years after the termination of the period of primary residence.

Eligibility Criteria

Applicant Requirements

- Applicant must be a first time homebuyer. *(Read box for more detail)*

  According to the Home Program Final Rule, a first-time homebuyer is defined as an individual who meets any of the following criteria¹: *(Please check the applicable boxes)*

  - An individual and his or her spouse who have not owned a home during the three-year period prior to purchase of a home with assistance under the American Dream Down payment Initiative.

  - An individual who is a displaced homemaker or single parent. Single parent means and individual who: (a) is unmarried or legally separated from a spouse; and (b) Has one or more minor children of whom the individual has custody or joint custody, or is pregnant.

  - An individual who owns or owned, as a principal residence during the three-year period, a dwelling unit whose structure is not permanently affixed to a permanent foundation in accordance with local or other applicable regulation or is not in compliance with State, Local, or model building codes, or other applicable codes, and cannot be brought into compliance with the codes for less than the cost of constructing a permanent structure.

- Must purchase a home in the City of Brockton, although participant does not have to be a current resident of Brockton, local residents are given priority.
- Applicant must maintain the property as his/her principal residence during the period of residency.
- Prior to application approval, the applicant must successfully complete a home buyer education program and obtain a certificate in a first-time homebuyer program.
- Applicant must have a minimum of 1.5% of mortgage value in savings.
- Must qualify for a conventional or government first mortgage with a fixed interest rate and a 30 year term.
- Agree to maintain property hazard insurance, make timely property tax payments, and perform general property maintenance for upkeep of the home.
- In order to qualify, income must not exceed the limits for the size of your household, see below:

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FIRST-TIME HOMEBUYER INCOME LIMITS

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Maximum Income Adjusted for Household Size*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Person</td>
<td>$46,100</td>
</tr>
<tr>
<td>2 People</td>
<td>$52,650</td>
</tr>
<tr>
<td>3 People</td>
<td>$59,250</td>
</tr>
<tr>
<td>4 People</td>
<td>$65,800</td>
</tr>
<tr>
<td>5 People</td>
<td>$71,100</td>
</tr>
<tr>
<td>6 People</td>
<td>$76,350</td>
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<tr>
<td>7 People</td>
<td>$81,600</td>
</tr>
<tr>
<td>8 People</td>
<td>$86,900</td>
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</tbody>
</table>

*80% of Area Median Income Limits Adjusted for Household Size.

Source: HUD, March 10, 2015

Determining Income – Part 5

Household Income eligibility screening will be performed in accordance with HUD’s Technical Guide for Determining income and Allowances for the HOME program, according to 24 CFR Part 5 definition of annual income. For purposes of income eligibility, all persons and residents are considered household members. Income calculated by the mortgage lender may be different than the household income calculated under the guidelines of this program.

The BRA will collect income documentation and calculate the applicant’s household income based upon documentation and compare the amount of projected income against current income limits in order to determine eligibility. The application will be used to collect data on household composition, income and asset sources. All documentation must be dated within six month prior to loan closing and will be held in confidence in compliance with all Privacy Act requirements.

Price limits and income limits are subject to change by HUD.

- All household members must be legal residents of the United States in order to receive Federal housing assistance.
- If the homebuyer exercises or has exercised any functions or responsibilities with respect to activities assisted with HOME funds or is in a position to participate in a decision making process or gain inside information with regard to these activities, must disclose that information to the BRA.
- Additionally, all applicants must qualify for a mortgage through a lender of their choice.
Assets Determination

Households will be ineligible for consideration under the program if:

1. The household has equity interest in any type of real estate;
2. The household has assets in excess of $75,000.00

The BRA reserves the right to make the final decision of asset value determination.

Considerations about household assets

What assets may be included?

1. Cash held in savings accounts, checking accounts, safe deposit boxes, homes, etc. For Savings accounts use the current balance. For checking accounts, use the average 6-month Balance. Assets held in foreign countries are considered assets.
2. Cash value of revocable trusts available to the applicant.
3. Equity in rental property or other capital investments. However, participant must be first time home buyer.
4. Cash value of stocks, bonds, Treasury bills, certificates of deposit, mutual funds, and money market accounts.
5. Lump sum or one-time receipts, such as inheritances, capital gains, lottery winnings, victim’s restitution, insurance settlements and other amounts not intended as periodic payments.

What assets are excluded?

1. Assets not effectively owned by the applicant. That is, when assets are held in an individual’s name, but the assets and any income they earn accrue to the benefit of someone else who is not a member of the household and that other person is responsible for income taxes incurred on income generated by the asset.
2. Assets not accessible to and that provide no income for the applicant.
3. Assets that are part of an active business. “Business” does not include rental of properties that are held as an investment and not a main occupation.
4. Retirement accounts such as 401(k), 403(b), 457 and IRA accounts.
5. Government approved college savings plan.

Property Requirements Criteria

Location

The property purchased must be located within Brockton city limits.
Purchase Price

The maximum purchase price for any property assisted with HOME funds may not exceed current market value of the property as determined by an appraisal. The purchase price of the home must be within certain price restrictions, which may include any necessary rehabilitation or lead abatement work required by the bank for mortgage approval and/or to meet housing codes.

Minimum Property Standards

The BRA will require an inspection of the home to certify the dwelling is decent, safe, sanitary, and in good repair. At minimum, the home must meet all applicable State and local housing quality standards and code requirements, and the home must not contain any specific deficiencies as those proscribed by HUD in the Uniform Physical Condition Standards inspection procedures as pursuant to 24 CFR 5.705.

If the inspection does not meet the condition standards, rehabilitation work may also be undertaken before the house is purchased. The home must be rehabilitated previous to the sale and brought up to code and applicable standards, or otherwise, it cannot be acquired with HOME funds.

Home Price Limits

The purchase price limits shall not exceed the actual 95 percent of median sales price limit for County as updated by the U.S Department of Housing and Urban Development (HUD). The current limits are effective December 2014. HUD periodically updates these limits and it is the participant responsibility to verify and use the most current limits.

<table>
<thead>
<tr>
<th>Property Type</th>
<th>Maximum Price</th>
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<tbody>
<tr>
<td>Single family</td>
<td>$257,000</td>
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<tr>
<td>Two-family</td>
<td>$328,000</td>
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</tbody>
</table>

Source: HUD, March 2015
Home Characteristics

- Homes eligible include existing single family homes and two-family homes that are in compliance with State and local codes and ordinances.
- Home must be vacant, owner-occupied or occupied by a tenant wishing to purchase that place of residence.
- The property must be decent, safe, in sanitary condition and in good repair before the homebuyer moves in.
- The home must meet all applicable State and local housing quality standards and code requirements.
- The home must constitute the applicant’s primary residence and may only be used for residential purposes.
- The homebuyer must be able to obtain a property deed that, after purchase, is free of all claims that may restrict the Seller’s ability to transfer title to the property or that could lessen the home's value.
- The property must not be located within a FEMA designated special Flood Hazard Area or Civil Airport’s Runway Clear Zone, Approach Protection Zone or a Military Installation’s Clear zone.
- Properties built prior to 1978 must be visually assessed to identify and stabilize deteriorated paint. As part of paint stabilization, there must be completed with safe work practices used. Properties with presence of lead-based paint hazards may be eligible for financing assistance for lead abatement services through NWSOMA. To obtain more information regarding the Lead Abatement Program, please visit http://nwsoma.org/home-owner-lending/lead-removal/

First Mortgage Loan

Obtaining a loan

The homebuyer is responsible for obtaining the first loan financing through a participant lender. The first loan must be a 30 year fixed product and the loan types could include, but are not limited to FHA conventional and/or MHP One Mortgage Program.

For more information of participatory lenders, please visit the website Buy Brockton at http://www.buybrockton.org/lenders.aspx

Prior to obtaining a FTHP loan, the homebuyer must provide evidence of financing for the maximum amount the first lender is willing to loan. The maximum amount must not include the FTHP loan amount when calculating the amount the first lender should borrow.

The Homebuyer is not permitted to obtain any subprime mortgages. The Homebuyer is required to document compliance with this requirement for each Homebuyer.
**FTHP Homebuyer Underwriting Requirements**

Under the FTHP program the homebuyer must comply with the following ratios:

**Acquisition of single family homes**

1. Participant acquiring a single family home must pay no more than 33% of their gross monthly income towards their total ‘housing expenditures’ (front-end ratio) based on a 30 year amortization schedule when paying a down payment of 3%.

2. Participant acquiring a two family home must pay no more than 31% of their gross monthly income towards their total ‘housing expenditures’ (front-end ratio) based on a 30 year amortization schedule when paying a down payment of 5%.

3. Participants whose back-end ratio exceeds 41 percent of their monthly housing expenditures must reduce their household debt burden before they can become eligible for the Homebuyer Assistance Program.

4. Participants paying less than 20% of their gross income towards total housing expenditures are not eligible for principal reduction with FTHP.

**Savings and Reserves**

Homebuyers should have some residual savings left over after closing especially on a very low down payment mortgage to borrowers with high total debt ratios.

**FTHP Loan Assistance**

**Maximum FTHP loan Amount**

The maximum loan amount for the FTHP loan will be $7,500 per home purchased under the FTHP assistance. In addition, NWSOMA can provide up to $2,500 in closing costs to match the HOME funds for a total of $10,000 per household (*subject to available funds and NWSOMA discretion*).

**Minimum Homebuyer Match Requirement**

Homebuyers will be required to provide a minimum match of 1.5% of loan amount for single-units and 2.5% for two-family units on the lender’s down payment requirement. Every lender has different downpayment requirements; it is recommended to verify with the program’s participatory institutional lenders.
For more information of participatory lenders, please visit the website Buy Brockton at http://www.buybrockton.org/lenders.aspx

**FTHP Loan and Terms**

FTHP assistance from the City of Brockton is a zero interest, non-amortizing repayable loan. As long as the Homebuyer has occupied the home as their principal residence, and complies with the requirements of the FTHP loan and the Promissory Note, the FTHP loan will be recaptured after the event of change in the home’s ownership, whether voluntary or involuntary, by the homebuyer during the established period of primary residency. The period of primary residence for HOME funds begins when the activity is closed in the Federal Integrated Disbursement & Information System (IDIS). Loan are due upon transfer of title or when borrower no longer occupies the home as his/her principal residence or upon a default of the loan.

The BRA will monitor the requirement of principal residency annually.

**Eligible Closing Costs**

Eligible closing costs include all expenses that must be paid when a home is purchased, such as:

- Fees or premiums for title examination, title insurance or similar expenses;
- Loan application fees;
- Flood certification;
- Fees for preparation of a deed, settlement statement, or other documents’
- Lender’s legal fees;
- Payments owed at the time of settlement for property taxes or homeowner property hazard insurance coverage;
- Escrows for future payments of taxes and hazard insurance;
- Fees for notarizing deeds and other documents;
- Title search and insurance;
- Transfer and recordation taxes and fees;
- Fees for premiums for mortgage insurance or guarantee;
- Loan discount points and origination fees;
- Current month mortgage interest from the date of closing through the end of the month in which closing occurs;
- Up to 30 days of prepaid mortgage interest;
- Appraisal;
- Inspection
- Homeowners association current dues and transfer fees;
- Other reasonable and customary prepaid expenses. 

HOME funds may be used for the above items subject to the following conditions:
1. First mortgage must be approved
2. All costs must meet the conditions established for the lender product(s) as determined by an agreement between the BRA and the lender
3. The BRA certifies that all numbers are reviewed for accuracy and reasonableness prior to each request for payment
4. All costs have been disclosed to the homebuyer as required by law.

The commitment of funds will be for a maximum of 60 days.

Approval of the FTHP Loan

After the purchase offer is accepted and all financing commitments are in place, a complete loan package is produced and submitted to the BRA. The loan package will include, but not limited to:

- Homebuyer income eligibility and repayment ability documentation,
- Amount and terms of the first loan,
- Itemization of loan costs,
- Preliminary title report
- Appraisal
- Loan commitment from first lender, and
- Any other information particular to the purchase.

The loan package will follow an underwriting evaluation process established by the BRA. If approved, the Homebuyer will sign a FTHB Loan Agreement, Promissory Note, and any other statutory lending notice necessary to secure the FTHP loan. The FTHB Loan Agreement and the Promissory Note are then sent to the closing attorney for closing.

FTHB Loan Repayments and Terms

The BRA will accept loan payments from Homebuyers upon sale or transfer of the property or change in title. The FTHP loan amount will be recaptured in full and shared net proceeds, if available, will be determined, if property is sold after period of primary residency. All loan payments are payable to the BRA. Loan payments should be made to:

Brockton Redevelopment Authority  
ATTN: First Time Homebuyer Program  
50 School Street  
Brockton, MA 02123

The required recapture provision will be enforced through the execution of the FTHP Loan Agreement between the BRA and the homebuyer with the BRA as Beneficiary, which will include the signing of a FTHB Loan Agreement and a Promissory Note.
Sale of Property during the period of residency

If the property is sold during the period of affordability, the BRA will recapture the entire amount of the direct HOME subsidy provided to the homebuyer, subject to the availability of net proceeds from the sale. **Net proceeds** are defined as the sales price minus superior loan repayment (other than HOME funds) and any closing costs. Under no circumstances will the BRA recapture more than is available from the net proceeds of the sale.

First Loan Refinancing

Refinancing of a FTHB assisted property is only permissible when refinancing rate and term only. Otherwise, it is not allowed and will be considered as breach of the loan agreement and will required full repayment of the FTHP loan immediately.

Condition of Default

Conditions of default include transfer of title or sale of the property without repayment of assumption of the FTHP second loan. The homebuyer is also considered in default if property taxes are not paid or proper insurance is not maintained. If the FTHP loan agreement is not adhered to, the FTHP loan is also in default.

Foreclosure

In the event the Homeowner’s property enters foreclosure proceedings through a foreclosure action or a deed transfer to the lender in lieu of foreclosure, the BRA will take all precautions necessary to ensure the FTHP invested in the property are protected. The BRA will refer the homeowner for housing counseling and notify the City of the potential foreclosure. The homeowner will be required to repay what is due only out of net proceeds (if any) received from transfer.

FTHP Loan Monitoring Procedures

The BRA will monitor annually both the homebuyers and the home to ensure compliance to program requirements including, but not limited to, the following:

- Owner-occupancy
- Property tax payments
- Hazard insurance coverage
- Good standing on first lender loan
- General upkeep of housing unit
Application Process

1. Read over the application and gather the documentation listed on the last page of the application form.
2. Prospective homebuyers should complete the application and submit it to NWSOMA.
3. In order to receive assistance you must also complete the First Time Homebuyer program offered by NWSOMA. For more information on how to sign up, please go to www.nwsoma.org and sign up for classes.
4. If your application passes this review, you will be notified in writing, and a copy of your file will be sent to the participating bank of your choice. If you are not eligible, you will be informed of the reasons why and informed of any possible options you may have.
5. If you are eligible, you will work with NWSOMA and your bank to obtain the appropriate mortgage amount.
6. The NWSOMA will transfer the qualified down payment amount for the closing. At closing, you will sign a FTHP loan agreement and a promissory note and other required documentation promising to repay the down payment assistance and closing cost upon resale, death of home owner, or refinance (except for rate and term refinancing of the property) of the property during the period of residency, contingent to availability of net proceeds from the sale or transfer. Full repayment is required if the homebuyer does not maintain the property as their principal residence.

Considerations before completing the program application:

<table>
<thead>
<tr>
<th>Review your Credit History:</th>
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<tbody>
<tr>
<td>It is important to know the status of your credit to know the status of your credit history before you attempt to purchase a home. If you are currently behind on any credit card, student loan, or other loan payments, or if you know that there are delinquent or unpaid accounts on your credit history, you should resolve these debts before applying to the First-Time Homebuyer Assistance Program. NWSOMA cannot help persons whose credit history contains unpaid or disputed accounts, or does not show a history of responsible use of credit.</td>
</tr>
</tbody>
</table>

For information on how to obtain a copy of your credit report, contact the Consumer Credit Counseling Service at (617) 426-6644 or access your free annual credit report at www.annualcreditreport.com

<table>
<thead>
<tr>
<th>Review your Employment History:</th>
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</thead>
<tbody>
<tr>
<td>Financial institutions generally look for at least two years of stable income from steady employment in your line of work. If you have less than two years on your present job, have any gaps in your employment history, or have had a number of different jobs within the past two years, you should be prepared to explain these circumstances (such as school, military service, layoffs, etc.). If you cannot explain and document a stable income and employment history, you may want to wait until you have two years of stable income history before applying for a home mortgage.</td>
</tr>
</tbody>
</table>
Review your Asset Limits

Households will be ineligible for consideration under the program if:

a. The household has equity interest in any type of real estate;
b. The household has assets in excess of $75,000.00

The BRA reserves the right to make the final determination of asset value.

Considerations about household assets:

1. Will be considered cash or non-cash item that may be converted to cash. See Inclusions and Exclusions on next box.
2. The NWSOMA will use the Market Value of assets meaning the dollar value of the asset on the open market.
3. Assets owned by more than one person would be prorated according to the applicant’s percentage of ownership. If no percentage is specified or provided by state or local law, the asset will be prorated evenly among all owners.
4. Applicants will be required to declare declaring all known assets. Form is available at Program application.
5. Applicants will be required to provide documentation of each asset declaration. All estimated current asset value estimations must be provided by sources acceptable to the Brockton Redevelopment Authority. See Documentation Checklist.

This program is subject to change in funding, and to availability of funds.

We do business in accordance with federal fair lending laws. Under the federal fair housing act, it is illegal, on the basis of race, color, national origin, religion, sex, handicap, or familial status (having children under the age of 18), to: deny a loan for the purpose of purchasing, constructing, improving, repairing or maintaining a dwelling, or deny any loan secured by a dwelling; or discriminate in fixing the amount, interest rate, duration, application procedures or other terms or conditions of such a loan, or in appraising property.

We are pledged to the letter and spirit of U.S. Policy for the achievement of Equal Housing Opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.
City of Brockton First-Time Homebuyers
Down payment and Closing Costs Assistance
Guidelines and Program Application

I. APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
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<tr>
<td>Applicant</td>
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<tr>
<td>Address</td>
<td></td>
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<tr>
<td>City</td>
<td>State</td>
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<tr>
<td>Phone(s)</td>
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<td>Annual Salary</td>
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CO- APPLICANT INFORMATION

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<tr>
<td>Phone(s)</td>
<td>Contact Person</td>
</tr>
<tr>
<td>Annual Salary</td>
<td>$</td>
</tr>
</tbody>
</table>

Has either applicant or co-applicant owned real estate before? Yes ☐ No ☐
II. HOUSEHOLD INCOME INFORMATION

List all persons who intend to reside in the property. All income must be listed for all household members over the age of 18.

If an individual has more than one income source, please include each as a separate entry.

<table>
<thead>
<tr>
<th>Household Member Name</th>
<th>Age</th>
<th>Relationship to Homebuyer</th>
<th>Social Security Number</th>
<th>Source of Income (employment)</th>
<th>Gross Annual Income</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Total Annual Income</td>
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</tbody>
</table>

Types of income to be included\(^2\): gross wages, salaries, overtime, fees, tips, and bonuses from all jobs, Net income from business, interest and dividends, Social Security income (if applicable), SSI Disability, annuities, pensions, insurance policies, unemployment income, disability income, workman’s compensation, welfare assistance, alimony, child support, and all regular and special pay through the Armed Forces.

III. FINANCIALS

Household Asset Information
List all assets owned by each household member in the following table. Please indicate what type of assets: CDs, net worth of business, retirement funds, stocks, bonds, treasury bills, mutual funds, automobiles for business use.

---

\(^2\) As highlighted in 24 CFR 5.609(b)
<table>
<thead>
<tr>
<th>Family Member</th>
<th>Asset Description</th>
<th>Current cash value of asset</th>
<th>Actual income from assets</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

3. Net Cash Value of Assets

3. $Total Amount $

4. Total Actual Income from Assets .................................................................

4. $Total Amount

5. If line 3 is greater than $5,000 multiply line by _____ and enter results here; otherwise, leave blank

5. $ Total Amount

**Anticipated Annual Income**

<table>
<thead>
<tr>
<th>Family Member Name</th>
<th>a. Wages/ Salaries</th>
<th>b. Benefits/ Pensions</th>
<th>c. Public Assistance</th>
<th>d. Other Income</th>
<th>e. Asset Income</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
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<td>$</td>
<td>Enter the greater of lines 4 or 5 from above in e.</td>
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</tbody>
</table>

6. Totals

6. a.$  b.$  c.$  d.$  e.

7. Enter total of items from 6a. through 6e. This is Annual Income

7.

Signature  

Date

For Internal Office Use Only

Do not write here

Income Limit

Income Limit of Household
**Debt information**

List for applicant and co-applicant if applicable

<table>
<thead>
<tr>
<th>Monthly Debt Obligation</th>
<th>Financial Institution</th>
<th>Account Number</th>
<th>Minimum Payment</th>
<th>Balance Owed</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
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<tr>
<td>Total (excluding rent)</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Total Monthly Debt payments (add the above) $ 

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alimony</td>
<td>$</td>
</tr>
<tr>
<td>Child Support</td>
<td>$</td>
</tr>
<tr>
<td>Other Payments</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Monthly Payments</strong></td>
<td>$</td>
</tr>
</tbody>
</table>
IV. AFFIRMATIVE MARKETING REQUIREMENTS

Please complete the following section in order to assist us in fulfilling affirmative action requirements.

Your response to this section is optional. It will assist the City of Brockton’s Redevelopment Authority in fulfilling affirmative marketing requirements. Please check all that apply.

- White
- American Indian / Alaskan Native
- Asian
- Native Hawaiian or Pacific Islander
- Black or African American
- Hispanic or Latino
- Persons with disabilities
- Families with children
- Other Multi-Racial
- Specify:

V. CERTIFICATION

Please read and sign the following certification carefully.

I understand that completion of this application does not imply approval of any downpayment and closing cost assistance from the Brockton Redevelopment Authority or NeighborWorks of Southern Massachusetts, nor any mortgage loan from a financial institution. I also understand that the Brockton Redevelopment Authority and/or NeighborWorks Southern Mass may request a credit report and/or may contact third parties to verify the information I have provided in this application. I further understand that any private lender, which receives my application, has the power of final loan approval. I HEREBY CERTIFY UNDER THE PENALTY OF PERJURY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS ACCURATE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Applicant’s Signature: ____________________________

Print Name: ____________________________

Social Security Number: ____________________________

Date: ____________________________

Co-Applicant’s Signature: ____________________________

Print Name: ____________________________

Social Security Number: ____________________________

Date: ____________________________
Application Checklist

In order to process your first-time homebuyer application, the NWSOMA will need to verify your employment and income, as well as your present debts. PLEASE BE SURE THAT YOU ENCLOSE THE FOLLOWING DOCUMENTATION IN SUPPORT OF YOUR APPLICATION.

- Last three years of both your Federal Tax Return and W-2’s
- 2 months of most recent pay stubs for all employed household members (except students and children under the age of 18).
- Documentation of any additional income or assets such as checking, savings or investments
- Two most recent bank account statement(s) and documentation of other assets to be used for the required down payment.
- First-time Homebuyer Workshop Certificate
- Protect Your Family From Lead in Your Home (upon acceptance into the program a signed certification to be submitted to NWSOMA and the BRA).
- Return the Verification of Employment form with ONLY YOUR SIGNATURE ON IT. Each employed adult in the family must sign a form. If you need more forms please email at c.pendergast@nwsoma.org or call 508-587-0950, ext. 46 or Toll Free at 855-464-7669, ext. 46.
- Participant must attend a landlord training if prospective property is a two-family dwelling. You may sign up for Landlord Training with NWSOMA by going to www.nwsoma.org or calling Jacqueline Pina at 855-464-7669 ext 37.

Please return completed application to Cindy Pendergast at NeighborWorks Southern Mass using one of the following methods:

Via Email: c.pendergast@nwsoma.org

Fax: 508-580-0951

Mail: NeighborWorks Southern Mass
ATTN: Cindy Pendergast
68 Legion Parkway
Brockton, MA 02301
## Verification of Employment

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employed since:</td>
<td>Occupation:</td>
<td>Salary: $</td>
<td></td>
</tr>
<tr>
<td>Effective Date of last Increase:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base Pay Rate:</td>
<td>Hourly $</td>
<td>Weekly $</td>
<td>Monthly $</td>
</tr>
<tr>
<td>Average hours/week at base pay rate</td>
<td>Hours</td>
<td>Weeks</td>
<td>Worked per year</td>
</tr>
<tr>
<td>Overtime pay rate</td>
<td>By the hour $</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expected average number of hours overtime worked per week during next 12 months</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Any other compensation not included above (Specify for commissions, bonuses, tips, etc):

<table>
<thead>
<tr>
<th>Type of compensation</th>
<th>$</th>
<th>Per:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is pay received for vacation?</td>
<td>Yes ☐</td>
<td>No ☐</td>
</tr>
<tr>
<td>If ‘YES’, indicate the number of days per year</td>
<td></td>
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</tr>
<tr>
<td>Total base pay earnings for past 12 months</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Total overtime earnings for past 12 months</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Probability and expected date of any pay increase?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the employee have access to a retirement account</td>
<td>Yes ☐</td>
<td>No ☐</td>
</tr>
<tr>
<td>If yes, what amount can they get access to:</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Authorization: Federal Regulations require us to verify employment income of all members of the household applying for participation in the HOME program which we operate and to reexamine this income periodically. We ask your cooperation in supplying this information. This information will be used only to determine the eligibility status and level of benefit of the household. Your prompt return of the requested information will be appreciated.

RELEASE: I hereby authorize the release of the requested information.

| Signature of Applicant: |          |
| Date:                  |          |

Or a copy of the executed “HOME Program Eligibility Release Form,” which authorizes the release of the information requested, is attached.

| Signature of authorized representative: |          |
| Title: | Phone: | Date: |
## DOWNPAYMENT ASSISTANCE INTAKE SHEET

<table>
<thead>
<tr>
<th>Date:</th>
<th>Location &amp; Date of Home Buyer class:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Current Address:</td>
<td></td>
</tr>
<tr>
<td>Family Size:</td>
<td>Annual Income:</td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
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<tr>
<td>Phone:</td>
<td>Cell:</td>
</tr>
<tr>
<td>NEW Property Address:</td>
<td></td>
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<tr>
<td>Employer:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
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<tr>
<td>Real Estate BROKER Contact Name:</td>
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<td>Phone:</td>
<td>Cell:</td>
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<td>Email:</td>
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<tr>
<td>BANK/LENDER Contact Name:</td>
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<td>Name:</td>
<td>Email:</td>
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<td>Phone:</td>
<td>Cell:</td>
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<tr>
<td>CLOSING ATTORNEY:</td>
<td>Email:</td>
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<tr>
<td>Phone:</td>
<td>Cell:</td>
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<tr>
<td>Projected Close Date:</td>
<td></td>
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</tbody>
</table>

Please return Intake Sheet with City of Brockton Down Payment Assistance application