

**DUTCHESS COUNTY/CITY OF POUGHKEEPSIE
FIRST TIME HOMEBUYER PROGRAM GUIDELINES**

The Program is conducted through the NeighborWorks HomeOwnership Center of Dutchess County. Funded by the Dutchess County/City of Poughkeepsie HOME Program through the U.S. Department of Housing and Urban Development (HUD).

Section I - General Requirements

1. Applicant must meet the HUD definition of a first time homebuyer. Generally, an applicant cannot have owned a home in the past 3 years. The full HUD Definition is available at: http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/ref/sfhp3-02.
2. Applicant must be a lawful, permanent resident of the United States of America and either a resident of Dutchess County or be employed in or have an accepted job offer in Dutchess County.
3. Applicant must be credit worthy and have the ability to qualify for a 30-year fixed-rate mortgage with a participating lender. The maximum ratio of monthly housing expenses to gross monthly income is 33%. The maximum ratio of total monthly debt (housing plus other debt such as car, student loan, credit card...) to gross monthly income is 38%. The Program may consider exceptions to these ratios upon the recommendation of a participating lender.
4. Applicant must be income eligible according to the following HUD guidelines:

Maximum gross annual household income*-

Family Size	Income Limits	Family Size	Income Limits
1	\$45,500	5	\$70,200
2	\$52,000	6	\$75,400
3	\$58,500	7	\$80,600
4	\$65,000	8	\$85,800

Minimum gross annual household income - \$20,000.

Annual income is the gross income anticipated to be received by all adults (18 years of age or older) in a household during the 12 months following application submission. Anticipated income is determined by annualizing current income for the next 12 months. Income includes but is not limited to: wages/overtime, commissions/bonuses, net income from business/real or personal property, dividends/interest, social security/ retirement funds/pension, annuities, income from assets (imputed based on HUD guidelines if asset is not generating income), welfare, unemployment, worker's compensation, and alimony/child support.

Applicant must submit the following documents with the preliminary application: most recent 3 months pay stubs, 2012 annual benefit statements (pensions and social security), and other income documentation as applicable. Applicant must also submit 2010 and 2011 **Federal** Income Tax Returns with all schedules and W-2 forms.

5. Applicant must complete an approved first time homebuyer course. Purchasers of a two-family home must also take a landlord training course. In Dutchess County, these courses are offered by the NeighborWorks HomeOwnership Center. All courses must have been taken within the past 3 years. Other courses may be considered by the HomeOwnership Center upon submission of a certificate of completion and an outline of the

course components.

6. Applicant must have savings equal to 3% of the purchase price, and must make a 3% downpayment of which a minimum of 1% must come from the purchaser's personal savings. Applicants must have at least \$2,000 at the time the preliminary application is submitted. A copy of a bank statement must be submitted to verify savings. Applicants must be able to pay non-eligible closing costs (fuel adjustment, homeowner's insurance and excessive attorney fees).

7. The maximum assistance per household/purchaser is \$10,000 for the eligible expenses. However, an income eligible purchaser must pay 25% or more of their household's gross monthly income towards the proposed mortgage payment (including principal, interest, taxes and insurance) to be eligible for maximum assistance. The amount of assistance shall be reduced from the maximum if the proposed mortgage payment is less than 25% of a household's gross monthly income.

Section II - Eligible Properties

1. Any existing single or two-family home, townhouse, or condominium located in any Dutchess County municipality is an eligible property.

2. The appraised value* of the property may not exceed:

1-family - \$247,285
2-family - \$316,578

3. The property must meet HUD Housing Quality Standards (HQS). These guidelines are available at: <http://www.hud.gov/offices/adm/hudclips/guidebooks/7420.10G/7420g10GUID.pdf>. The program will conduct a visual inspection for deteriorated paint. Any deteriorated paint must be stabilized prior to the homebuyer moving in and must be done in accordance with safe work practices. The property must pass clearance testing upon completion of the work. Information on safe work practices and clearance is available from Dutchess County Planning and Development or <http://www.epa.gov/lead/pubs/renovaterightbrochure.pdf>.

Section III - Program Benefits

1. Participating lenders may offer financing up to 97% of the purchase price or appraisal value, whichever is less, for 30 years at a fixed rate.

2. The Program offers a deferred payment loan of up to \$10,000 to assist with down payment and closing costs. Funds can be used to pay:

- Down payment
- All program eligible closing costs. Please note that homeowner's insurance, fuel adjustments, excessive attorney fees and excessive lender processing fees are not eligible closing costs. The program will pay lender required tax escrows or adjustments.

The term of the deferred payment loan is 10 years. The full amount of the loan will be due if the property is sold or ceases to be utilized as an owner-occupied property by the first time homebuyer during the first full five years measured from the date of acquisition. During the sixth through tenth years, the amount due decreases by 20% for each full year the borrower remains in the property. At closing a buyer acknowledgement and promissory note will be signed and a restriction will be placed in the deed to ensure compliance. Residency will be verified annually.

Section IV – Application and Closing Process

STEP 1 – Application

1. Applications are to be submitted to the Neighborworks Homeownership Center of Dutchess County. Applications will be accepted first-come, first-serve. A waiting list will be kept once all funds are allocated. Upon approval of the preliminary application, applicant will receive an eligibility certificate good for approximately 4 months.

STEP 2 – Processing

1. Upon execution of a purchase contract on a property, submit a standard mortgage application, with the Program eligibility certificate, to a participating lender.
2. Contact the Homeownership Center to notify the execution of a purchase contract and submission of mortgage application so it can arrange the inspection and work with the participating lender to prepare for the closing.

Participating Lenders

<u>Name</u>	<u>Phone</u>	<u>Contact Person</u>
Citizens Bank	(914) 213-0559	Scott Wallingford
First Niagara (HSBC)	(845) 473-9236	Kathleen Wirth
Hudson Valley Federal Credit Union	(845) 463-3011	Nancy Lilly-Hamilton
M&T Bank	(914) 456-2975	Melissa Landolfi
Putnam County Savings Bank	(845) 297-7101	Mark Pawliczko
Rhinebeck Bank	(845) 790-1546	Susan Utter
Salisbury Bank & Trust	(800) 222-9801	Sarah O’Connell
Ulster Savings Bank	(845) 297-5985	Michael Kienle

Contact Information

Mary Linge, Director of HomeOwnership & Education
NeighborWorks HomeOwnership Center, 291 Mill Street, Poughkeepsie, NY 12601
(845) 454-9288, mlinge@hudsonriverhousing.org

*Updated annually by the HUD

Dutchess County/City of Poughkeepsie FTHB Grant Registration

(P) PARTICIPANT				
First Name	Middle Initial	Last Name		
Mailing Address				
City	State	Zip	County	
Physical Address (if different)				
City	State	Zip	County	
E-MAIL				
(Include Area Code)				
Home Phone	Work Phone	Cell Phone	Fax #	
Social Security Number	DOB / Current Age	US Citizen	Resident Alien	Other
	/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marital Status				
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Legally Separated <input type="checkbox"/> Separated <input type="checkbox"/> Divorced				
Check The Highest Level Of Education Complete				
<input type="checkbox"/> HS/GED <input type="checkbox"/> Vocational <input type="checkbox"/> 2 yr Degree <input type="checkbox"/> 4 yr Degree <input type="checkbox"/> Masters/PhD				
Currently Attending school? _____ (Yes or No)				
Owned a Home in the past 3 years? _____ (Yes or No) Pay Rent? \$_____				

(C) CO-PARTICIPANT				
First Name	Middle Initial	Last Name		
Mailing Address				
City	State	Zip	County	
Physical Address (if different)				
City	State	Zip	County	
E-MAIL				
(Include Area Code)				
Home Phone	Work Phone	Cell Phone	Fax #	
Social Security Number	DOB / Current Age	US Citizen	Resident Alien	Other
	/	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marital Status				
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Legally Separated <input type="checkbox"/> Separated <input type="checkbox"/> Divorced				
Check The Highest Level Of Education Complete				
<input type="checkbox"/> HS/GED <input type="checkbox"/> Vocational <input type="checkbox"/> 2 yr Degree <input type="checkbox"/> 4 yr Degree <input type="checkbox"/> Masters/PhD				
Currently Attending school? _____ (Yes or No)				
Owned a Home in the past 3 years? _____ (Yes or No) Pay Rent? \$_____				

(P) RACE/NATIONAL ORIGIN
<p>You are not required to furnish this information, but are encouraged to do so. You may not be discriminated against on the basis of this information, nor on whether you choose to furnish it. If you furnish the information, please provide both ethnicity and race. For race, you may check more than one designation. If you do not furnish ethnicity, race or sex, it is required by Federal regulations to note the information on the basis of visual observation or surname. If you do not wish to furnish the information, please check below.</p> <p> <input type="checkbox"/> I do not wish to furnish this information <input type="checkbox"/> American Indian, Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White </p> <p style="margin-left: 200px;"> <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino </p>

(C) RACE/NATIONAL ORIGIN
<p>You are not required to furnish this information, but are encouraged to do so. You may not be discriminated against on the basis of this information, nor on whether you choose to furnish it. If you furnish the information, please provide both ethnicity and race. For race, you may check more than one designation. If you do not furnish ethnicity, race or sex, it is required by Federal regulations to note the information on the basis of visual observation or surname. If you do not wish to furnish the information, please check below.</p> <p> <input type="checkbox"/> I do not wish to furnish this information <input type="checkbox"/> American Indian, Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White </p> <p style="margin-left: 200px;"> <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino </p>

(P) SEX
<input type="checkbox"/> Female <input type="checkbox"/> Male

(C) SEX
<input type="checkbox"/> Female <input type="checkbox"/> Male

LIST ALL OTHERS LIVING IN HOUSEHOLD (Do not include P & C listed above)						
First and Last Names	Age	DOB	Relationship	Student Y or N	Earn/Receive \$ Y or N	Comments

TOTAL HOUSEHOLD MEMBERS: _____

Household Composition Single Adult 2 Adults Single Parent 2-ParentS Section 8 to Homeownership

Dutchess County/City of Poughkeepsie FTHB Grant Registration

(P) EMPLOYMENT (Submit 1 month of pay stubs, 2 yrs W-2s & 1040s)

Employer Name _____

Mailing Address _____

City _____ State _____ Zip _____ HR Phone # _____

Position _____ Start Date _____

- Self-Employed
 Trade Union Worker

Pay Frequency (check one)

- Weekly Bi-weekly Semi-Monthly Monthly Quarterly

Check all that apply to your annual pay

- Overtime Commission Cash Tips Bonus Other _____

(P) PART-TIME/SEASONAL (Submit 1 month of pay stubs, 2 yrs W-2s & 1040s)

Employer Name _____

Mailing Address _____

City _____ State _____ Zip _____ HR Phone # _____

Position _____ Start Date _____

- Self-Employed
 Trade Union Worker

Pay Frequency (check one)

- Weekly Bi-weekly Semi-Monthly Monthly Quarterly

Check all that apply to your annual pay

- Overtime Commission Cash Tips Bonus Other _____

(C) EMPLOYMENT (Submit 1 month of pay stubs, 2 yrs W-2s & 1040s)

Employer Name _____

Mailing Address _____

City _____ State _____ Zip _____ HR Phone # _____

Position _____ Start Date _____

- Self-Employed
 Trade Union Worker

Pay Frequency (check one)

- Weekly Bi-weekly Semi-Monthly Monthly Quarterly

Check all that apply to your annual pay

- Overtime Commission Cash Tips Bonus Other _____

(C) PART-TIME/SEASONAL (Submit 1 month of pay stubs, 2 yrs W-2s & 1040s)

Employer Name _____

Mailing Address _____

City _____ State _____ Zip _____ HR Phone # _____

Position _____ Start Date _____

- Self-Employed
 Trade Union Worker

Pay Frequency (check one)

- Weekly Bi-weekly Semi-Monthly Monthly Quarterly

Check all that apply to your annual pay

- Overtime Commission Cash Tips Bonus Other _____

OTHER INCOME (Submit supporting documentation i.e. Child Support Order, Award Letters, Statements, etc.)

Type	P/C	Monthly	Comments	P/C	Monthly	Comments
Alimony	_____	\$ _____	_____	SSI	_____	\$ _____
Child Support	_____	\$ _____	_____	SSD	_____	\$ _____
Disability	_____	\$ _____	_____	Unemployment	_____	\$ _____
Insurance/Annuity	_____	\$ _____	_____	VA Benefits	_____	\$ _____
Interest/Dividends	_____	\$ _____	_____	Workers Comp.	_____	\$ _____
Pension	_____	\$ _____	_____	Other	_____	\$ _____
Public Assistance	_____	\$ _____	_____	Other	_____	\$ _____
Social Security	_____	\$ _____	_____	Other	_____	\$ _____

AGREEMENT AND CERTIFICATION:

I understand that this is not an application for credit. Enrollment in a program does not obligate any agency or financial institution to issue or guarantee an approval of any loan, mortgage or grant for which I may apply.

The recommendations given by program staff are offered to assist me in making informed decisions about housing options. All advice and program enrollment eligibility decisions are based upon information represented by me, the participant/co-participant. If information changes prior to program enrollment, I am obliged to amend or supplement the information provided.

I authorize my information and supporting program eligibility documentation, as well as other related documents in connection with the home purchase, to be shared among participating partner institutions, organizations, agencies and their subsidiaries.

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT AS OF THE DATE SET FORTH BELOW.

Participant's Signature _____

Date _____

Co-Participant's Signature _____

Date _____

Program Representative's Signature _____

Date _____

Print Name / Agency _____

Dutchess County/City of Poughkeepsie FTHB Grant Registration

LIST ALL PRIOR JOBS & PERIODS OF UNEMPLOYMENT FROM THIS YEAR AND LAST (account for all of last year's W-2s & 1099-Gs)				
(Match names of employers/agencies to W-2s and 1099-Gs, etc.)		(I.e. job title, unemployed, homemaker, student, disabled, ill, etc.)		
P/C	Employer /Agency/Institution	Position/Status	Start Date	End Date

Credit Scores: (P) ___ ___ ___ (C) ___ ___ ___ Referred by: _____

COMMENTS:
 (i.e. explain discrepancies between members living in household & those claimed on tax returns)