

Down Payment / Homebuyer Assistance Required Application Documents

The following information/documents are required to process a request.

To avoid confusion, these <u>items should be submitted as a complete package</u> by the buyer's lender (incomplete/partial application packages will not be reviewed):

Pre-Purchase Homeownership Certification of participation - Obtain from counseling provider – APPLICANT MUST ATTEND COUNSELING PRIOR TO APPLICATION
Household Composition form (COL-01)
Income & Assets Checklist – one for each household member over 18 (COL-02)
Verification of Resources – completed form #COL-03 or most recent bank statement
Verification of Earnings – completed form #COL-04 – If applicable
Income Verification. We need verification of all sources of income for all members of the household including children. Below is a list of some possible income sources and the paperwork needed for each. Call our office if you think you need a form or have questions about the paperwork or you have sources o income not listed. We are now required to collect TWO months income documentation.

Kind of income	Form to complete and/ or information to provide
Employment	Verification of Earnings form and TWO month's pay
	stubs
Social Security, SSI, Disability, Work	Letter from appropriate authority stating amount being
Comp, unemployment, education	received
grants	
Vet Admin, Active duty pay, GI bill	Letter from Military authority stating amount being
benefits	received
Family Independence Agency	Verification of Income - FIA form and copy of FIA
	check
Child support, alimony	Verification of Income - FOC form and copy of FOC
	check
Pension	Verification of Income Pension form and pension
	statement
Self employed	See section on income tax return

Income Tax Returns. For **each household member over 18 years of age** we need a copy of last year's Federal tax return, including copies of 1040 forms, W-2's, and all attached schedules). If self-employed or seasonally employed, then we need the last two years of tax forms, W-2's and all attached schedules.

All household members' income is needed to determine program eligibility. It does not matter whether all household members will be on the first mortgage or not.

Applicants may be single, divorced or married. DPA Mortgages require married applicants both sign loan documents – it does not matter if the first mortgage is only held in one of their names. Program funds are not available to married applicants that are separated as both parties would not be residing in the property as their principle place of residence.

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	School Verification. If someone in the household is over 18 and a student, they must complete the top portion of the School Verification form, and then take the form to their school for completion. (COL-05)
	Picture identification copies for all borrowers.
	Social Security card copies for all household members.
	Authorization to Release Information form (DPA-5)
	Lead Booklet Receipt (DPA-8)
	Notification to Seller form (DPA-2) – Seller(s) must fill out and sign
	Occupancy/Vacancy Certification (DPA-3) — Seller(s) must fill out and sign.
	Funding Statement (DPA-6) — Requires signature of Buyer(s), Seller(s), Lender, and Buyer's Agent
	Purchase Agreement, including Seller's Disclosure and all addendums
	Fully executed Good Faith Estimate of closing costs
	Uniform Residential Loan Application Buyer is a first-time homebuyer No non-occupying co-signers Buyer will be owner-occupying property as their primary residence Fixed interest rate Interest rate is not more than 2% above that of current FHA rate Buyer is not purchasing more than 2 interest points Taxes and insurance are escrowed Income to housing, including escrows does not exceed 33% of buyer's gross monthly income Total monthly fixed debt to income does not exceed 45% of buyer's gross monthly income Household assets are less than \$5,000 (see manual for details) Additional down payment assistance (dpa) – if buyer is receiving other dpa funds including seller paid costs they are to be added to household assets - cannot exceed \$5,000 – exceptions may be made on a case-by-case basis.
	Name, phone number, and fax number of Buyer's Agent and Lender Copy of Appraisal Proof buyer is contributing at least \$500 towards the purchase, not including pre-paids, etc. Inspection Request (DPA-9) It is not mandatory that this document be signed; however, items listed on this form should be addressed prior to our office inspecting the property. Name, phone number, location & email of title company conducting closing. Indicate if applicant is coming from subsidized housing and/or receiving governmental assistance and what type (HOME TBRA, Sec 8, etc.) Copy of Title Commitment, Schedule A only Some of the required forms are program specific documents, and must be signed prior to submittal for application.
	ication is accepted by city, the following item are needed upon closing: Any additional addendums/changes to the Purchase Agreement need to be submitted prior to release of funds, including loan docs, GFE, etc. Copy of buyer's certificate of insurance listing city as additional mortgagee
	Required documents to be submitted to:

Required documents to be submitted to: City of Lansing Development Office, 316 N. Capitol Avenue, Suite D-2, Lansing, MI 48933-1234 (517) 483-4040 Fax: (517) 483-6036 THE CITY OF LANSING RESERVES THE RIGHT TO CHANGE REQUIRED DOCUMENTATION AS NECESSARY.