



## TCEDA Housing Program

- Are you looking to move up to ownership if you're renting?
- Is your present home too small for your growing family?
- If you are eligible for the Homeowners Opportunity Program in Thayer County, this may be the time to get **AFFORDABLE HOUSING** for your family.



### HOMEOWNERSHIP OPPORTUNITY PROGRAM (HOP)

- What is it?
- How can it work for you?

**Read the rest of this handout to see if you and your family qualify for this DOWNPAYMENT ASSISTANCE**

**PROGRAM SUMMARY SHEET**  
**Homebuyers Downpayment Assistance Program**  
**for Thayer County Communities and surrounding areas**  
**(A Program of the Thayer County Economic Development Alliance - TCEDA)**  
**December 2009**

**Background:** Thayer County Economic Development Alliance has received funds from the Nebraska Affordable Housing Program to provide down payment assistance to Homebuyers for the purchase of **existing homes**, within Thayer County. This Program Summary Sheet will outline the requirements of the Program. For more information, please contact **Arlis Hohl** at the address listed below.

**Timeframe:** This program will continue until all Downpayment subsidy funding is obligated or through October 2010. This program will be available to individuals and families on a first come, first serve and first to close basis until the funds are depleted.

**Guidelines:** Homebuyers must meet the following qualifications to receive assistance.

- 1 **Maximum Down Payment Subsidy:** Up to 20% of the total project cost, not to exceed \$17,000, with the total purchase price, not to exceed \$117,000 for an existing home. (Gap financing, only as needed for affordable housing.)
- 2 **Required Buyer Down Payment:** Homebuyers must contribute at least 2% of the purchase price as a minimum. This can be accounted for in closing costs and verified by a completed HUD 1 form.
- 3 **Other Property Requirements:** The home to be purchased cannot be located in a 100-Year flood zone area. The home to be purchased must be located within an area zoned for residential or agricultural use. If located within the county, the acreage on which the home is located must meet zoning regulations and be limited to three (3) acres. The home to be purchased must pass a "**Housing Quality Standards**" (HQS) inspection and a "**Lead Paint Hazard Screening**", (especially if the home was constructed prior to 1978), prior to closing. The home must be the **primary residence** of the new owner(s).
- 4 **Applicant Income Qualifications:**  
Anticipated Income: Gross Annual Household Income cannot exceed the following, based on 100% of the Area Median Income and Household size indicated for Thayer County.

| 1 Person | 2 People | 3 People | 4 People | 5 People | 6 People | 7 People | 8 + People |
|----------|----------|----------|----------|----------|----------|----------|------------|
| \$37,600 | \$43,000 | \$48,300 | \$53,700 | \$58,000 | \$62,300 | \$66,600 | \$70,900   |

Eligibility determinations are based on anticipated income within the limits above. Copies of at least 2-current Wage statements, interest statements, unemployment compensation statements, and certification of any other forms of income verifications necessary will be required. (Applicant will also be required to furnish a copy of the latest Federal Income Tax Return.)

- 5 **Applicant Needs Primary/Lead Lender:** The applicant(s) are required to have a primary/lead lender finance the remaining balance of the home purchase. The HOP assistance will be a "conditional deferred loan", as a second mortgage. Therefore, the applicants must apply and secure financing from a financial institution of their choosing for a first mortgage. Land contracts will not be considered. Please contact Arlis Hohl at the address listed below for information on locating non-standard financing.
- 6 **Minor Rehabilitation:** TCEDA may provide funds to complete minor repair and/or rehabilitation work in the form of a "conditional grant" to meet Nebraska Department of Economic Development (DED Rehabilitation Standards. The maximum amount of these grants will be \$8500 per home. Any and all work to be completed must meet the DED rehabilitation Standards. Additional rehabilitation funds may also be secured through the USDA RD Section 502 or 504 programs. TCEDA reserves the right to deny assistance in the event that the rehabilitation work required to bring the home up to DED Housing Rehabilitation Standards

exceeds the maximum allowable grant amount of \$8500 and/or the home cannot be brought up to the Standards. These grants may be \$0 to \$8500 depending on the needs of the home. This rehab money is available on a first come, first serve priority until the money is depleted. The TCEDA Housing Committee must approve any rehabilitation projects. Bids are required for each project. All approved rehabilitation work will be completed after the purchase of the property and must be completed within 6 months of the purchase closing dates.

**OTHER PROGRAM CONDITIONS:**

**Homeownership Education:** Applicants must complete a **Homebuyer Education Class** prior to any loan closing. Please work with your mortgage lender for a list of classes or contact TCEDA at the address listed below for a list of homebuyer education providers.

**Security:** The buyer will be required to execute a **Promissory Note** in the amount of the downpayment assistance, which will be a “soft” second mortgage with no direct repayment as a “conditional deferred loan”. For any rehabilitation funds used in the project a second Promissory Note will be required identifying a “Conditional Grant”. TCEDA will place a **Deed of Trust** against the property as security for the Promissory Note(s). Security Documents will be executed at loan closing and filed at the County Register of Deeds.

- The obligations of the **“Conditional Deferred Loan”** will hold for the entire ownership of the property. Obligations under the note are as follows: If the buyer moves, rents, sells, transfers the title or abandons the home purchased through this program, repayment of the subsidy amount in full will be required at 0% interest.
- Any **“Conditional Grant”** for rehabilitation activities will have a decreasing balance and will be forgiven after 5 years.

**Program Application Process:**

In order to access this program, the following steps should be taken:

- Complete the HOP Application
- Provide a copy of the applicant’s latest Income Tax Return for all household members that are required to file.
- Provide a copy of the applicant’s current wage statements (at least two consecutive pay periods), for all household members employed.
- Return the executed Application and requested documents to Arlis Hohl, TCEDA Housing Program Manager, 225 North 4<sup>th</sup> Street, Hebron, NE 68370, phone 402-768-7407 or fax 402-768-6128.

**Further Information:** If you have any questions, or need additional information, please contact Arlis Hohl at the address listed below. Thayer County Economic Development Alliance is an equal opportunity housing organization working to assist Homebuyers. We congratulate and encourage Homebuyers on their efforts to purchase homes and build equity for the future.

**Thayer County Economic Development Alliance, Inc.**  
**225 North 4<sup>th</sup> Street, Hebron NE 68370**  
**Phone: (402) 768-7407 ~ Fax: (402) 768-6128 ~ E-mail: tceda@diodecom.net**  
**Equal Housing Opportunity**

**APPLICATION FOR**  
**The HOMEOWNERSHIP OPPORTUNITY PROGRAM (HOP)**  
**FOR THAYER COUNTY**

*provided by the*  
**THAYER COUNTY ECONOMIC DEVELOPMENT ALLIANCE (TCEDA)**

[http://www.thayercounty.org/house\\_prog.htm](http://www.thayercounty.org/house_prog.htm)

**SECTION ONE: APPLICANT DATA**

Name of Applicant: \_\_\_\_\_ SS# \_\_\_\_\_  
Spouse: \_\_\_\_\_ SS# \_\_\_\_\_  
Applicant Birthday: \_\_\_\_\_ Spouse Birthday: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
How long have you lived at this address? \_\_\_\_\_ Years \_\_\_\_\_ Months  
Previous address if less than 2 years at the above address:  
\_\_\_\_\_  
\_\_\_\_\_

Others living with you at this address:

| <u>Name:</u> | <u>Age:</u> | <u>Relationship</u> |
|--------------|-------------|---------------------|
| _____        | _____       | _____               |
| _____        | _____       | _____               |
| _____        | _____       | _____               |
| _____        | _____       | _____               |

**SECTION TWO: EMPLOYMENT DATA**

*Please Note: This information will be verified with employer.*

Please include information on each member of household over 18:

| <u>Employer Name/Address:</u> | <u>Position:</u> | <u>Years on Job:</u> |
|-------------------------------|------------------|----------------------|
| _____                         | _____            | _____                |
| _____                         | _____            | _____                |
| _____                         | _____            | _____                |
| _____                         | _____            | _____                |

If employed in current position for less than two years, please furnish information about previous:

| <u>Employer Name/Address:</u> | <u>Position:</u> | <u>Years on Job:</u> |
|-------------------------------|------------------|----------------------|
| _____                         | _____            | _____                |
| _____                         | _____            | _____                |
| _____                         | _____            | _____                |
| _____                         | _____            | _____                |

**SECTION THREE: APPLICANT INCOME DATA**

*Please Note: This information will be verified and the lending institution of your choice will obtain a credit report on each working member of the household. The TCEDA may also obtain a credit report.*

Include **all Gross income** from all sources; sources may include wages, child support, alimony, social security, etc. Overtime and bonuses need not be included as they are not guaranteed income.

|                                    | <u>Source(s)</u> | <u>Monthly Income</u> | <u>Annual Income</u> |
|------------------------------------|------------------|-----------------------|----------------------|
| Applicant Income:                  | _____            | \$ _____              | \$ _____             |
|                                    | _____            | _____                 | _____                |
|                                    | _____            | _____                 | _____                |
| Spouse Income:<br>(Co-applicant)   | _____            | _____                 | _____                |
|                                    | _____            | _____                 | _____                |
| Other Sources:                     | _____            | _____                 | _____                |
|                                    | _____            | _____                 | _____                |
| <b>TOTAL HOUSEHOLD INCOME.....</b> |                  | \$ _____              | \$ _____             |

**ASSETS:**

**Liquid Assets – Bank, Savings & Loan (S&L) & Credit Union**

Name of Bank, S&L or Credit Union: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Current Balance: \$ \_\_\_\_\_

Name of Bank, S&L or Credit Union: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Current Balance: \$ \_\_\_\_\_

Name of Bank, S&L or Credit Union: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Current Balance: \$ \_\_\_\_\_

**Liquid Assets - Stocks & Bonds**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Value: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Value: \$ \_\_\_\_\_

**Liquid Assets – Life Insurance**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Net Cash Value: \_\_\_\_\_  
 \_\_\_\_\_ Face Value: \$ \_\_\_\_\_

**Liquid Assets – Life Insurance**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Net Cash Value: \_\_\_\_\_  
 \_\_\_\_\_ Face Value: \$ \_\_\_\_\_

**Assets – Real Estate Owned**

Address: \_\_\_\_\_  
\_\_\_\_\_

Market Value: \$ \_\_\_\_\_

**Assets – Real Estate Owned**

Address: \_\_\_\_\_  
\_\_\_\_\_

Market Value: \$ \_\_\_\_\_

**Assets – Retirement Fund**

Vested Interest in Retirement Fund: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_

**Assets – Retirement Fund**

Vested Interest in Retirement Fund: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_

**Assets – Automobiles**

Auto #1 Make/Model: \_\_\_\_\_  
Auto #2 Make/Model: \_\_\_\_\_  
Auto #3 Make/Model: \_\_\_\_\_

Year: \_\_\_\_\_ Value: \$ \_\_\_\_\_  
Year: \_\_\_\_\_ Value: \$ \_\_\_\_\_  
Year: \_\_\_\_\_ Value: \$ \_\_\_\_\_

**INCOME LIMITS for the HOP in THAYER County and Communities:**

- |                     |                     |
|---------------------|---------------------|
| 1 PERSON: \$37,600  | 5 PERSONS: \$58,000 |
| 2 PERSONS: \$43,000 | 6 PERSONS: \$62,300 |
| 3 PERSONS: \$48,300 | 7 PERSONS: \$66,600 |
| 4 PERSONS: \$53,700 | 8 PERSONS: \$70,900 |

Does your Gross Annual Household Income fall **below** these limits for your family size?

Yes \_\_\_\_\_ No \_\_\_\_\_

**SECTION FOUR: APPLICANT DEBT DATA**

Please include and provide details for rent, utilities, child support paid, alimony paid, charge accounts - any amount that is paid out monthly.

| <u>Creditor:</u> | <u>Monthly Payment:</u> | <u>Unpaid Balance:</u> |
|------------------|-------------------------|------------------------|
| _____            | \$ _____                | \$ _____               |
| _____            | \$ _____                | \$ _____               |
| _____            | \$ _____                | \$ _____               |
| _____            | \$ _____                | \$ _____               |
| _____            | \$ _____                | \$ _____               |
| _____            | \$ _____                | \$ _____               |
| _____            | \$ _____                | \$ _____               |
| _____            | \$ _____                | \$ _____               |

**SECTION FIVE: MISCELLANEOUS DATA**

Please answer the following questions by checking Yes or No as appropriate.

- 1. Have you owned residential real estate within the past three years?  Yes  No
- 2. Are you willing to attend a class on Homeownership?  Yes  No
- 3. Can you furnish a letter of recommendation from your landlord?  Yes  No
- 4. Do you presently budget your expenses?  Yes  No
- 5. Are there any outstanding judgments against any member of your household?  Yes  No
- 6. Has a member of your household been declared bankrupt within the past 7 years?  Yes  No
- 7. Are any members of your household currently party to a lawsuit?  Yes  No
- 8. Are you currently delinquent or in default on any loan of any kind?  Yes  No
- 9. Are you obligated to pay alimony, child support, or maintenance?  Yes  No
- 10. Are you a co-maker or endorser on any note?  Yes  No
- 11. Are you a United States citizen?  Yes  No

12. Address/Location of proposed property for purchase:  
\_\_\_\_\_  
\_\_\_\_\_

13. Do you have a proposed Purchase Agreement for the identified property?  Yes  No

14. Do you anticipate changes in the income of any household member during the upcoming 12 months?  Yes  No  
Please explain any anticipated change: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SECTION SIX: APPLICANT CERTIFICATION**

If preliminary approval is obtained for eligibility for the Homeownership Opportunity Program, please be advised that a loan application will need to be made and subsequently approved by a lending institution for long-term financing of the new home (1<sup>st</sup> Mortgage).

***\*\*Please Note: This program requires a minimum 2% downpayment from the buyer on the purchase price of a home. Assets in excess of \$5,000.00 may be required to be applied to closing costs and the downpayment.***

**CERTIFICATION**

***I/WE CERTIFY THAT THE INFORMATION PROVIDED WITHIN THIS APPLICATION IS TRUE AND CORRECT AS OF THE DATE SHOWN BELOW. IN THE EVENT THAT MY/OUR FINANCIAL CIRCUMSTANCES CHANGE BEFORE THE CLOSING OF THE LOAN ON A HOME, I WILL, WITHIN TEN DAYS, NOTIFY THAYER COUNTY ECONOMIC DEVELOPMENT ALLIANCE (TCEDA) AND RE-SUBMIT AN APPLICATION TO TCEDA..***

I (We) hereby authorize the TCEDA to verify the following items:

- Incomes
- Employment
- Assets
- Deposits
- Information supplied to primary lender, including loan conditions and credit scores

We also understand that this federally funded program requires the following:

- "Housing Quality Standards" (HQS) Inspection for the proposed home to be purchased (Cost to be covered by Buyer and/or Seller)
- "Lead Hazard Paint Screening" for the proposed home to be purchased (Cost to be covered at program expense, not homebuyer or seller.)
- Homebuyer Education training

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

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

**Homeownership Opportunity Program (HOP)  
Housing Survey**

**If you have identified a home you are interested in purchasing, please complete the following.**

Name(s): \_\_\_\_\_

Address of Home to be Purchased: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Proposed Purchase Price: \$ \_\_\_\_\_

Has the home been built in the last 6 months (circle one)?      Yes      No      Don't Know

Was the home built before 1978 (circle one)?                      Yes      No      Don't Know

Have you signed a Purchase Agreement (circle one)?            Yes      No

**If you have applied for financing, please complete the following:**

Lead Lender: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Financing Application Date: \_\_\_\_\_

Has your financing been approved (circle one)?                      Yes      No      In Progress

Please mail or bring this signed application to:

Arlis Hohl – TCEDA Director  
Thayer County Economic Development Alliance  
225 North 4<sup>th</sup> Street  
Hebron, NE 68370  
(402) 768-7407

(Last updated 12/09)

