

Dear Prospective Homebuyer:

It is with great pleasure to announce that the City of Visalia and Self Help Enterprises is working together with the use of HOME Investment Partnership, Community Housing Development Organization (CHDO) funding. Self Help has an agreement to acquire homes, rehabilitate and resell to households at or below 80% off the area median income.

Please note that in order to qualify to purchase one of the Self-Help Enterprises homes, applicants must complete Self Help Enterprises Gateway contact (559) 651-1000; attend eight (8) hours of home Education/Counseling; provide proof of income to meet HUD funding requirements; complete an Application, and accept the city of Visalia affordability Covenant as established in the Program Guidelines. Self help and the City will review for eligibility.



**Self Help Enterprises (SHE)/city of Visalia
HOME- Community Development Housing Organization (CHDO)
funded Down Payment Assistance Program
APPLICATION**



The Application has been designed for applicants participating in the Self-Help Enterprises HOME-CHDO Acq/Rehab/Resell Program. Self-Help Enterprises is working with the City of Visalia, as a CHDO Developer/Owner to acquire homes, rehabilitate and resell to income qualifying households, up to 80% of the area median income based on household /family size maximum income.

**Income limits are updated by HUD on an annual basis and shall change upon notification. The maximum per household/family size changes annually. The calculations may decrease or increase. Income must be confirmed at the time of submission. To confirm income levels, please refer to the website:

<https://onecpd.info/resource-library/home-income-limits/>

HUD 2017 Income Limits

(80% AMI) (Visalia-Porterville, CA MSA)**

effective as of 4-11-2017

Family Size	Maximum Gross Family Income
1	\$33,500
2	\$38,350
3	\$43,150
4	\$47,900
5	\$51,750
6	\$55,600
7	\$59,400
8	\$63,250

Program Overview/Requirements:

- Borrower/Purchaser must seek a lender to determine purchasing ability (Pre-Qualified Finance Approval)
- Mortgage must be a fixed rate term 30-year mortgage and provide documentation reflecting loan information (i.e. HUD 1, full first mortgage loan package)
- Borrower must qualify for entire amount of the purchase price.
- **Property must be owner occupied. Co-borrowers/co-owners, other than owner-occupants are not permitted.**
- **Must be income eligible, not to exceed 80% of AMI**
- Must not own a home or have owned a home within the last three (3) years.
- Must meet FHA approved debt ratios and 2nd mortgage program guidelines underwriting requirements.
- Eight (8) hours of home counseling and education through Self Help Enterprises or other city approved designated housing counseling agency.
- The City will place an affordability covenants on the property, or as a 2nd mortgage from the city of Visalia with certain terms and conditions.

Items needed prior to accepting offer:

- Pre-approval letter from primary lender**
- 2016, 2015 & 2014 Tax Returns and W-2's**
- Current employment paystubs, SSI/SSA/EDD/Public Assistance/Child Support or other income sources** (Program requirement- income may not exceed 80% of the area median income, calculations based on 24CFR 5.609 requirements)
- Bank Statements "most recent bank statements"**
- Credit Report from primary lender (tri-merged)**
- Verification of Assets Disposed form-signed**
- Fair Lending Notice-signed**
- Borrowers Authorization Form-signed by all adult household members**

Contact Information:

Self Help Enterprises Contact: Juan Jaime 8445 W. Elowin Court, Visalia CA 93291 Phone: (559) 802-1642

Email: juanj@selfhelpenterprises.org



Name of program: Self Help Enterprises- HOME- CHDO Acq/Rehab Program.

SHE internal Account Number: VIS _____ City internal Account Number: R _____

A. HOUSE INFORMATION (TO BE COMPLETED BY REALTOR OR LENDER)

LIST ADDRESS OF PROPERTY ACQUIRING: _____

- APN _____
- APPROXIMATE AGE OF HOUSE _____
- NUMBER OF BEDROOMS: _____
- Has the Borrower been provided information regarding Lead-Based Paint? YES ___ NO _____
- FLOOD ZONE: YES _____ NO _____

(If the property is in a flood zone, proof of insurance must be provided prior to close of escrow)

B. HOUSEHOLD INFORMATION (TO BE COMPLETED BY APPLICANT(S))

- Name(s) _____ (As household will take title)
- Current Mailing Address: _____ Current Phone No. _____
- Gross Household Annual Income _____
- Household Size (Total # of persons) _____
(Mark with an X) Single ___ 2 ___ 3 ___ 4 ___ 5 or more ___

TOTAL HOUSEHOLD COMPOSITION

ALL Household Members	Last Name	First Name & Middle Initial	Relationship to Head of Household	Date of Birth (MM/DD/YYYY)	F/T Student (Y or N)	Social Security Number (copy required)
1			HEAD			
2						
3						
4						
5						
6						
7						
8						

FY 2017 Income Limits	<u>Median Income</u>	FY 2017 Income effective 4-11-2017	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Place an "X" in the box that applies to income			<input type="checkbox"/>							
Visalia-Porterville, CA MSA	<u>Extremely Low (30%) Income Limits</u>		\$12,600	\$14,440	\$16,200	\$17,950	\$19,400	\$20,850	\$22,300	\$23,700
	<u>Very Low (50%) Income Limits</u>		\$21,000	\$24,000	\$27,000	\$29,950	\$32,350	\$34,750	\$37,150	\$39,550
	<u>Low (80%) Income Limits</u>		\$33,550	\$38,350	\$43,150	\$47,900	\$51,750	\$55,600	\$59,400	\$63,250

https://www.hudexchange.info/resource/reportmanagement/published/HOME_IncomeLmts_State_CA_2017.pdf Income is updated annually = see HUD's website for most updated/recent income limits.



- Has borrower owned a home as his/her principal residence in the past 3 years? YES _____ NO _____
- Has borrower completed the required homebuyer counseling class? YES _____ NO _____
- Will buyer be using an FHA approved down payment program YES _____ NO _____

C. FIRST MORTGAGE LOAN INFORMATION (fixed term required)

- FIRST MORTGAGE APPROVAL AMOUNT: \$ _____
- LENDER _____ TITLE COMPANY _____
- ESCROW # _____
- INTEREST RATE OF LOAN _____ %
- Type of Loan: CHFA ___ FHA ___ Conv ___ VA _____ (check one)- Must be a fixed rate loan.
- BUYER'S REALTOR NAME _____ TELEPHONE _____
- BUYERS REALTORS EMAIL ADDRESS _____

D. SECOND MORTGAGE LOAN INFORMATION (IF APPLICABLE AND IF KNOWN)

- SECOND MORTGAGE APPROVAL AMOUNT _____ (Y OR N)
Note: Buyer to qualify for and receive a loan for down payment, closing costs and prepaid items from the city of Visalia, with certain terms to be accepted by buyer.
- 2nd MORTGAGE LOAN TERM OF PAYMENT (YRS) 30 YEARS
 - HOME- CHDO 2nd Amount of 2nd lien \$ _____
 - HOME- CHDO 2nd Mortgage Loan Payment portion: \$ _____

E. INSURANCE COMPANY INFORMATION

- REPRESENTATIVE/CONTACT NAME: _____
- INSURANCE CO. TELEPHONE: _____
- POLICY NUMBER: _____ Copy of insurance required prior to closing

F. TITLE COMPANY INFORMATION

- TITLE CO. NAME: _____
- TITLE CO. REPRESENTATIVE: _____
- CONTACT NUMBER: _____
- ESCROW NO.# _____



The application information provided by the buyer(s) is true and correct. The information on this form will be used to determine maximum income eligibility.

I/we have provided for each person(s) set forth in Part "A" and requested documentation, acceptable verification of current and anticipated annual income and household composition. As a potential borrower(s), applying to purchase one of Self-Help Enterprises, HOME CHDO acquired, and rehabilitated homes. I/we understand that the program requires certification of income eligibility and household composition. If a second mortgage is obtained, the property will retain a 30-year affordability covenant. If there is not a second mortgage, a 15 year Resell Restriction will be recorded against the property. Property must be owner occupied for the duration of the affordability period. The City of Visalia, provided the HOME-CHDO funding to Self Help Enterprises.

BUYER SIGNATURE

DATE

BUYER SIGNATURE

DATE

Due to Federal requirements, all the information in this application package must be completed. Verified Income as per 24 CFR Part 5.609 definition and calculations (initial box)

STAFF USE ONLY BELOW

Is the household Income qualified? Y or N

SELF Help Enterprises, confirmed income eligible:

DATE

Approved by SHE:

DATE

Income eligibility reviewed by City Staff

DATE

Approved by City Community Development Director
or designated staff

DATE

See attached instructions for the race & ethnic data reporting form (HUD-27061)

The following information is for statistical purposes:	
Ethnicity (Select only one): <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	
Race (Select one or more): White <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/>	No. People in household: One- <input type="checkbox"/> Two- <input type="checkbox"/> Three- <input type="checkbox"/> Four- <input type="checkbox"/> Five- <input type="checkbox"/> Six- <input type="checkbox"/> Seven- <input type="checkbox"/> Eight- <input type="checkbox"/>
Annual Household Income: See above Income Categories: \$ _____ Annual income is based upon the 24 CFR 5.609 definition	Gender: Male- <input type="checkbox"/> Female- <input type="checkbox"/> Female Head of Household: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Handicapped/Disabled: Yes <input type="checkbox"/> No <input type="checkbox"/>

Additional Notes: _____



Patriots Act Disclosure Borrower Identification

To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account.

Please provide the following information. **We required two forms of identification for each borrower to comply with Section 326 of the Act.**

Borrower's Name	Loan Number
Address	Date of Birth
City, State, Zip	Social Security # / Tax ID # ¹

IMPORTANT - Information listed below must be exactly as indicated on the document.

Primary Forms of Identification - must display Borrower's name

Document	Country/State of Origin	ID Number	Date of Birth	Expiration Date
<input type="checkbox"/> State Issued Driver License				
<input type="checkbox"/> State Issued ID Card				
<input type="checkbox"/> Military ID Card				
<input type="checkbox"/> Passport				
<input type="checkbox"/> US Alien Registration Card				
<input type="checkbox"/> Canadian Driver License				

Secondary Forms of Identification-must display Borrower's name

Document	Name of Issuer on Form	ID Number	Issue Date	Expiration Date
<input type="checkbox"/> Social Security Card	U.S. Government			
<input type="checkbox"/> Government Issued Visa				
<input type="checkbox"/> Birth Certificate				
<input type="checkbox"/> Non-US/Canadian Driver License				
<input type="checkbox"/> Most Recent Signed Tax Returns	<input type="checkbox"/> Federal <input type="checkbox"/> State	TIN:		
<input type="checkbox"/> Property Tax Bill		APN:		
<input type="checkbox"/> Voter Registration Card				
<input type="checkbox"/> Organizational Membership Card				
<input type="checkbox"/> Bank/Investment/Loan Statement				
<input type="checkbox"/> Paycheck Stub with Name				
<input type="checkbox"/> Most Recent W-2				
<input type="checkbox"/> Home/Car/Renter Insurance Papers				
<input type="checkbox"/> Recent Utility bill				

Comments: _____

I certify that I have personally viewed and accurately recorded the information from the documents identified above, and have reasonably confirmed the identity of the applicant.

Signature _____ Title _____

Printed Name _____ Date _____

¹For persons without a SSN/TIN, the ID number must be from one of the following: passport, alien ID card, or any other government issued document evidencing nationality or residence and bearing a photograph or similar safeguard.



SELF-HELP ENTERPRISES/CITY OF VISALIA

FAIR LENDING NOTICE

To: All applicants for financial assistance for the purchase, construction, rehabilitation, improvement or refinancing of one to four family residences

It is unlawful, under the Housing Financial Discrimination Act of 1977, for a public agency to consider any of the following in determining whether or not, or under what terms and conditions to provide or arrange for financial assistance:

1. Neighborhood characteristics (such as the average age of the homes or the income level in the neighborhood), except to a limited extent necessary to avoid an unsafe and unsound business practice.
2. Race, sex, color, religion, marital status, national origin, or ancestry.

It is also unlawful to consider, in appraising a residence, the racial, ethnic, or religious compositions of a particular neighborhood or whether or not such a composition is undergoing change or is expected to undergo change.

If you wish to file a complaint, or if you have questions about your rights, contact:

Comptroller of the Currency
Administrator of National Banks
Fourteenth National Bank Region
Consumer Complaint Department
Stewart Street Tower, Suite 2101
One Market Plaza
San Francisco, California 94105

I (we) have received a copy of this notice.

Buyer Signature

Date

Buyer Signature

Date

