Eastern Panhandle HOME Consortium of West Virginia
Homebuyer Assistance Program Overview

Program Objective: To assist low-to-moderate income households who are first time homebuyers with the purchase of a single-family dwelling unit within either the City of Martinsburg, Berkeley County, Jefferson County or Morgan County West Virginia.

Maximum Cost of Property: The purchase value of a single family, detached dwelling cannot exceed the U.S. Department of Housing and Urban Development's (HUD's) HOME Homeownership Value Limits found in 24 CFR 92.254(a)(2)(iii), effective August 23, 2013.

	Existing Homes	New Homes
Berkeley and Morgan Counties	$160,000.00	$195,000.00
Jefferson County	$213,000.00	$219,000.00

Loan Amount: The Program is designed in conjunction with financial lending institutions providing a first mortgage. The amount of the HAP loan is the amount needed to qualify buyers for a first mortgage payment (Principal, Interest, Taxes, Insurance) not more than 30% of monthly gross income. Exceptions are at the discretion of the Administrator.

Homebuyer Equity: The homebuyer must provide a minimum of $500 toward the downpayment and closing costs amount needed for purchase of the property.

Resale/Recapture The homebuyer must occupy the property as a principal residence for five years to ten years, depending on loan amount. Resale is governed by the federal regulations found at 24 CFR 92.254.

Eligibility Requirements: An applicant must not have not owned a home in the past three years. In some cases, however, a previous homeowner may qualify as a "displaced homemaker."

Dwelling Requirement: The dwelling must be located within the boundaries of the City of Martinsburg, Berkeley County, Jefferson County or Morgan County.

Housing Counseling Completion of a housing counseling course before applying for the HAP loan is required.

Low-to-Moderate Income: An applicant must be a low-to-moderate income person, family or household as defined by HUD's Section 8 income guidelines.

Income Guidelines: Guidelines are subject to change.

Effective December 11, 2012, the income limits by household size are:

Berkeley and Morgan County (Hagerstown-Martinsburg MSA)							
1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
$42,700	$48,800	$54,900	$60,950	$65,850	$70,750	$75,600	$80,500
Jefferson County (Washington Metropolitan MSA)							
1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
$45,100	$51,550	$58,000	$64,400	$69,600	$74,750	$79,900	$85,050

Please Note: If the above requirements are met by an applicant it shows eligibility to participate in the Program. However, it does not guarantee the applicant will receive a loan.

The City of Martinsburg is a Fair Housing and Equal Opportunity Organization. Women and minorities are encouraged to apply.

EASTERN PANHANDLE HOME CONSORTIUM
HOMEBUYER ASSISTANCE PROGRAM TERMS AND CONDITIONS

The following are the key terms and conditions of the Eastern Panhandle HOME Consortium Homebuyer Assistance Program. Please read carefully.

1. The pre-applicant must be a first time homebuyer. By definition, the pre-applicant has not previously owned a home in the past three years or can qualify as being a displaced homemaker.

2. The pre-applicant must qualify as a low-and-moderate income person as determined by the U.S. Department of Housing and Urban Development (HUD). HUD's Section 8 Income Guidelines effective **December 11, 2012 are**:

Berkeley and Morgan County (Hagerstown-Martinsburg MSA)							
1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
$42,700	$48,800	$54,900	$60,950	$65,850	$70,750	$75,600	$80,500
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$45,100	$51,550	$58,000	$64,400	$69,600	$74,750	$79,900	$85,050

3. The dwelling to be purchased must meet the following criteria:

   - It must be located within Berkeley County, Jefferson County, or Morgan County, West Virginia.
   - It must be in compliance with the currently adopted International Property Maintenance Code.
   - It must be a single-family detached home, row structure, duplex, or multi-unit residence.
   - Double wide mobile homes must be newly built on permanent foundation.
   - It must not contain evidence of defective paint surfaces (i.e., surfaces on which the paint is cracking, scaling, chipping, peeling or loose) on all intact and non-intact interior and exterior painted surfaces. If the dwelling to be purchased does contain defective paint surfaces, the City of Martinsburg reserves the right to deny homebuyer assistance through this Program for the purchase of that particular dwelling unit.
   - It must be occupied as the primary and principle residence of the first time homebuyer.
   - It cannot be financed through a land contract or rent to own contract.

4. **Completion of a housing counseling course is required. Proof of completion of such a course will be required with the submission of the pre-application form. Courses are to be determined.**

5. The City of Martinsburg may provide up to $20,000 as a forgivable loan to eligible and approved pre-applicants to cover the costs associated with reasonable down payment and closing cost expenses, reduction of mortgage principal, and minor repairs to meet local property codes. The total amount of assistance provided will be determined on a case-by-case basis. The approved pre-applicant must provide a minimum of $500.00 of the identified down payment and closing cost total, whichever is the greater of the two. In any event, the cap on allowable closing costs is $2,500.

6. **The forgivable loan term, also called the "affordability period," is five years for loans less than $15,000, and ten years for loans of $15,000 or more.** The minimum loan is $1,000. A lien will be placed on the property purchased. If the approved applicant purchases a dwelling and maintains ownership and residence for the entire affordability period, the loan is forgiven as a grant. If the approved applicant sells, leases, or transfers the dwelling or does not use it as the primary and principal residence, the approved applicant must repay the remaining principal balance of the loan, in

accordance with the ***Homebuyer Assistance Program Guidelines***, Section II. Terms and Conditions, D. Loan Term and Affordability.

7. During the loan term, the approved applicant must keep the dwelling and related property in compliance with the minimum property maintenance code requirements of the City of Martinsburg. Furthermore, the City reserves the right to inspect said dwelling and related property at any time during the loan term in order to monitor compliance with the property code. Failure to keep the dwelling and related property to code standards will result in the repayment of the entire amount of assistance provided under this program.

8. Loan Amount and Affordability:

   - The amount of the HAP loan will be determined by the amount of funds required to make the first mortgage affordable. The first mortgage monthly payment of Principal, Interest, Taxes and Insurance (PITI) should not be greater than thirty percent (30%) of the homebuyer's monthly income. The total debt to income ratio (TDI) should not be greater than forty percent (40%) of homebuyer's monthly income. The City reserves the right to evaluate the homebuyer's affordability ratio and approve the HAP loan amount.

   - The applicant is expected to seek a first mortgage loan with the most affordable and favorable terms. Applicants are expected to seek mortgage financing using the West Virginia Housing Development Fund mortgage programs, the USDA Rural Development mortgage programs or equivalent mortgage products.

   - The purchase value of an single family, detached dwelling cannot exceed the U.S. Department of Housing and Urban Development's (HUD's) HOME Homeownership Value Limits found in 24 CFR 92.254(a)(2)(iii), effective August 23, 2013.

	Existing Homes	New Homes
Berkeley and Morgan Counties	$160,000.00	$195,000.00
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I/We understand and agree to abide with the above-referenced terms and conditions.

_____ _____

Pre-Applicant's Signature Date Pre-Applicant's Signature Date

EASTERN PANHANDLE HOME CONSORTIUM OF WV

HOMEBUYER ASSISTANCE PROGRAM PRE-APPLICATION

RETURN COMPLETED PRE-APPLICATION TO HOME Administrator, City of Martinsburg, 232 North Queen Street, PO Box 828, Martinsburg, WV 25402 or by EMAIL to: pmcmillan@cityofmartinsburg.org. Telephone 304-264-2131 x 278

I. HOUSEHOLD INFORMATION

Name: _____ _____ Name: _____

Home Phone: _____ Home Phone: _____

Cell Phone: _____ Cell Phone: _____

Work Phone: _____ Work Phone: _____

Email address: _____

Current Physical Address:

_____

Number Street City State ZIP

Mailing Address if different than physical address:

_____

Number Street City State ZIP

Current Housing Status:

Own _____ Rent _____ Live with others: _____ Amt. of Rent You Pay $_____

Have you owned a home in the past three years? No_____ Yes _____ When? _____

Have you completed a Homebuyer Education Class? No _____ Yes _____ Have certificate_____

Number of Persons who will live in the Household : _____

Annual Gross Household Income: $_____ ***INCOME of all persons, regardless of whether or not they are included on the application for the first mortgage loan.***

List all persons living in the household whether or not they have income. Please List All Sources of Household Income Received by Each Household Member (over 18 years of age):

NAME	AGE	Source of Income for Members over 18 years	Gross Amount Per Pay	Number of Pays Per Year

Please List All Assets Below: Including, but not limited to cash held in **savings accounts, checking accounts, certificates of deposit, safe deposit boxes, trusts, stocks, bonds, retirement accounts, investment property, cash surrender of life insurance policies**, one-time receipts such as money received from an estate, etc. (Do not include necessary personal property, such as vehicles, clothing, and furniture.):

Name of Household Member	Type of Asset	Current Balance	**FOR OFFICE USE ONLY** Actual Income from Asset

*Please attach additional pages if needed. (**Please see the attached Checklist for required verification documents regarding assets.)***

Please indicate the race of the head of household:

___ White
___ Black/ African American
___ Asian
___ American Indian/Alaskan Native
___ Native Hawaiian/Other Pacific Islander
___ Other Multi-racial
___ Black/African American & White
___ Asian & White
___ Am. Indian/Al. Native & White
___ Am. Indian/Al. Native & Black/African Am

Is the head of household Hispanic? ☐Yes ☐ No

Is the head of household disabled/handicapped? ☐Yes ☐ No

Is the head of household female? ☐Yes ☐ No

☐ I do not wish to provide this information.

☐ I certify that the information provided is correct to the best of my knowledge.

Will this Dwelling be Your Primary and Principal Place of Residence? Yes ___ No___

III. CERTIFICATION

By signing below, I/we, certify, under penalty of law, that the information provided in this Pre-Application is truthful and accurate.

_____

Signature ***Date***

_____

Signature ***Date***

II. DWELLING ELIGIBILITY OF PROPERTY UNDER CONTRACT

Dwelling Address: _____

Current Status of Dwelling: Vacant _____ Occupied _____ New Construction _____

Dwelling Type: Single Family ____ Duplex ____ Townhouse ____ Multi-Unit _____

Is this property: Foreclosure Sale: _____ "Short Sale" _____

Listing Price for Dwelling*: $_____

Number of Bedrooms _____ Number of Bathrooms _____

Year Built: _____ Tax Class:_____

ATTACH MLS LISTING: _____

Contact information of Buyer's Mortgage officer/ Mortgage Lender:

Telephone: _____ Email: _____

Name of Listing Realty Company/Realtor Contact:
_____

Realty Company Telephone Number/Email: _____

Name of Buyer's Realtor/ Contact Person: _____

***Maximum Sales Price**
HOME Homeownership Value Limits (24 CFR 92.254(a)(2)(iii)), effective August 23, 2013.

	Existing Homes	**New Homes**
Berkeley and Morgan Counties	$160,000.00	$195,000.00
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EASTERN PANHANDLE HOME CONSORTIUM OF WV
HOMEBUYER ASSISTANCE PROGRAM CHECKLIST

HOUSING COUNSELING:

Attendance and completion of a housing counseling course is mandatory. Evidence of having completed housing counseling is required with the submission of the Pre-Application form. Acceptable forms of documentation are as follows:

- ❑ DIPLOMA
- ❑ CERTIFICATE
- ❑ LETTER OF COMPLETION (from course instructor/organization)

HOUSEHOLD INCOME INCLUDES:

- ❑ Head of Household's income (i.e., employee salary; pension; social security; asset income; or other income).
- ❑ Spouse's/Partner's income (as shown above).
- ❑ Rent payments obtained from apartments, leases, roomers or boarders.
- ❑ Related adults (age 18 years or older) such as aunts, uncles, grandparents, nieces, nephews, cousins, etc.
- ❑ Unrelated adults.
- ❑ Child Support and Alimony payments

INCOME DOCUMENTATION TO BE SUBMITTED:

- ❑ Income Tax Documents: IRS 1040 (signed and filed), W-2 or SSA-1099-SM Forms; and the following as applicable:
- ❑ Employment Stubs**:** Please submit salary stubs for the most recent, continuous two-month period.
- ❑ Pension, Disability, Social Security or Social Services Benefits: Please submit one of the following: Documentation from the Social Security Administration Office; a copy of the award letter; or a copy of a regular benefit check.
- ❑ Child Support or Alimony: Please submit legal documentation identifying award amount.

ASSET DOCUMENTATION TO BE SUBMITTED:

- ❑ ***Savings Accounts*: Banking statement or other evidence of current balance and interest rate.**
- ❑ ***Checking Accounts*: Banking statements for the most recent 6 months; or documentation from the bank that verifies the average monthly balance over the most recent 6-month period.**
- ❑ ***Other Assets*: Statement or other verification of the current value and any income received from the asset.**

PLEASE NOTE: YOUR APPLICATION WILL NOT BE PROCESSED UNLESS ALL REQUIRED DOCUMENTATION IS SUBMITTED WITH THE APPLICATION

EASTERN PANHANDLE HOME CONSORTIUM OF WV
HOMEBUYER ASSISTANCE PROGRAM

Enclosed with your pre-application form for the Homebuyer Assistance Program is a pamphlet entitled ***"Protect Your Family from Lead in Your Home".*** After reading this pamphlet carefully, please sign and date in the space shown below and return this form along with your completed pre-application form.

PRINT FULL NAME(S): _____

PRINT FULL NAME(S): _____

CURRENT ADDRESS: _____

_____

SIGNATURE(S): _____

DATE: _____

SIGNATURE(S): _____

DATE: _____

FOR OFFICE USE ONLY

Date Received: _____

PRE-APPLICANT ELIGIBILITY

1. Section 8 Income Limit for a Household Size of _____ is $ _____.

   County: ____ Berkeley ____ Jefferson ____ Morgan

2. Pre-applicants' Household Annual Gross INCOME

3. Total Current Balance of Assets: _____

4. Total Actual Income from Assets: _____

5. If #3 is greater than $5,000, multiply line by the Passbook Rate of .02, and total here (otherwise leave blank): _____

6. Enter the **greater** of #4 and #5 here: _____ (ASSETS)

7. Add #6 and #2 and total here: _____ THIS IS THE TOTAL HOUSEHOLD ANNUAL INCOME.

8. Compare #7 to #1.
   Is the applicant Low and Moderate Income (LMI) Status: Yes _____ No _____

30 Percent of Monthly Income: $_____

Monthly Principal-Interest-Tax-Insurance (PITI) Housing Cost: $ _____

Does PITI Exceed 30Percent of Monthly Income? Yes _____ No _____

Exception:

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DWELLING INFORMATION

Address: _____

_____

___ Berkeley County ____ City of Martinsburg (within City limits)
___ Jefferson County ____ Morgan County

Listing Price for Dwelling*: $_____

*HOME Homeownership Value Limits found in 24 CFR 92.254(a)(2)(iii), effective August 23, 2013.

	Existing Homes	**New Homes**
Berkeley and Morgan Counties	$160,000.00	$195,000.00
Jefferson County	$213,000.00	$219,000.00

Per the Dwelling Inspection, the Siding Type is:

Wood Siding _____ Wood Shingle _____ Formstone _____

Vinyl/Aluminum _____ Brick _____ Other (_____)

Dwelling's Trim Type: Wood _____ Capped _____

Exterior Paint Surfaces: Fail (Defective) _____ Pass _____

Interior Paint Surfaces: Fail (Defective) _____ Pass _____

Number of Bedrooms _____ Number of Bathrooms _____

Year Built: _____ Tax Class:_____

ATTACH MLS LISTING: ____ Yes ____ No

INSPECTION INFORMATION:

Initial Inspection Date: _____

Inspector Name: _____

Comment/Repairs Needed: _____

Re-inspection Date/Final Approval: _____

NEW CONSTRUCTION ONLY: Use & Occupancy Certificate Issued _____
(Attach copy)

Reviewed By: _____
Name and Date