Eastern Panhandle HOME Consortium of West Virginia
Homebuyer Assistance Program.

GOAL: To help make the "American Dream" of homeownership a reality for first-time low-to-moderate income homebuyers in the City of Martinsburg, Berkeley County, Jefferson County or Morgan County West Virginia.

ASSISTANCE: The Eastern Panhandle Homebuyer Assistance Program (HAP) provides assistance which is essentially a zero-interest deferred loan that is forgiven after 5 years. The assistance provided can be up to $14,500 for eligible applicants to assist with the down payment toward the purchase of an owner-occupied, single family residence.

ELIGIBILITY HOMEBUYER The borrower must:

1. Be a **First-Time Homebuyer** as defined by the U.S. Department of Housing and Urban Development (HUD) to be a household that has not owned a home during the three-year period immediately prior to the purchase of a primary residence with HOME funding. 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. Be a **Low to Moderate Income Household**. All applicant households must have a gross annual income not exceeding 80% of the area median income as determined by HUD.

Effective March 6, 2015, 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
$42,500	$48,550	$53,550	$54,600	$60,650	$65,550	$75,250	$80,100
Jefferson County (Washington Metropolitan MSA)							
1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
$45,150	$51,600	$ 58,050	$64,500	$69,700	$74,850	$80,000	$85,150

3. Be employed in the same field for a minimum of one year and must have a stable income. The following financial information will be required: a copy of prior year tax returns; copy of W-2; and two most recent pay stubs (or other applicable documentation) ; three months of checking and saving account statements to provide the annual household.
4. Attend **mortgage counseling** from a certified Housing Counselor and submit proof of attendance (a certificate of completion).
5. Have **adequate financial resources and credit** to **qualify for a mortgage**. Applicant (s) must be prequalified by a mortgage lender.
   The **front ratio**, housing costs (PITI) and gross income cannot exceed 30%.
   The **back ratio**, total debt to income ratio cannot exceed 40%.
6. The house must pass **code inspection**.
7. Provide at least **$500.00** of your **own funds** towards the purchase of the home.
8. Occupy the home being purchased as your "principal residence" throughout the life of the deferred loan. The borrower cannot rent or lease, or transfer title to the property. If so, the loan needs to be paid back.
9. Provide a copy of your credit score report to show your short and long term debt.

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 24CFR 92.254(a)(2)(iii), effective April 13, 2015.

	Existing Homes	New Homes
Berkeley and Morgan Counties	**$199,500.00**	**$210,000.00**
Jefferson County	**$219,000.00**	**$219,000.00**

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.

DWELLING REQUIREMENTS

1. The dwelling must be located within the boundaries of the City of Martinsburg, Berkeley County, Jefferson County, or Morgan County.
2. The dwelling must be in compliance with the currently adopted International Property Maintenance Code.
3. The property must be a single-family detached home, row structure, duplex, or multi-unit residence.
4. Double wide mobile homes must be on permanent foundation.
5. The property 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.
6. The dwelling must be occupied as the primary and principle residence of the first time homebuyer.
7. The property cannot be financed through a land contract or rent to own contract.
8. 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.

OTHER CONDITIONS

1. The City of Martinsburg may provide up to $14,500 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.

2. **The forgivable loan term, also called the "affordability period," is five years.** 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.

3. 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.
4. 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 an equivalent mortgage product. The borrower must be pre-qualified by a mortgage lender.
5. The borrower must have sufficient income to support the primary debt and must be able to obtain approval from a primary lender for the purchase of the home. The borrower needs to show evidence of the pre-approval letter from the primary lender.

I/We understand and agree to abide with all the referenced program 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: nstrine@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***

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 April 13, 2015.

	Existing Homes	**New Homes**
Berkeley and Morgan Counties	**$199,500.00**	**$210,000.00**
Jefferson County	**$219,000.00**	**$219,000.00**

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

EASTERN PANHANDLE HOME CONSORTIUM OF WV
HOMEBUYER ASSISTANCE PROGRAM CHECKLIST

HOUSING COUNSELING:
Attendance and completion of a housing counseling course is mandatory. 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 (i.e., employee salary; pension; social security; asset income; or other income).
- ❑ Rent payments obtained from apartments, leases, roomers or boarders.
- ❑ Related adults (age 18 years or older) such as aunts, uncles, grandparents, nieces, nephews, cousins,
- ❑ 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 and evidence of payments. (provide court order and 6 month payment history).

DEBT DOCUMENTATON:

- ❑ Provide a copy of your credit score report (needs to be at least 90 days current).
  (recommend to obtain from your mortgage or financial professional)

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 3 months; or documentation from the bank that verifies the average monthly balance over the most recent 3-month period.
- ❑ Other Assets: Statement or other verification of the current value and any income received from the asset.

DWELLING DOCUMENTATION TO BE SUBMITTED:

- ❑ Copy of the Sales Contract for property to be purchased.
- ❑ Copy of Mortgage Application, also known as HUD 1003.
- ❑ Copy of Property Appraisal.

- Copy of the Property's Multiple Listing.
- Copy of your lender's pre-approval letter.

PLEASE NOTE: YOUR APPLICATION WILL NOT BE PROCESSED UNLESS ALL LISTED 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: _____

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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 30 Percent of Monthly Income? Yes _____ No _____

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DWELLING INFORMATION

Address:
_____

_____

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

Contract Price for Dwelling*: $_____

***Maximum Sales Price HOME Homeownership Value Limits (24 CFR 92.254(a)(2)(iii)), effective April 13, 2015.**

	Existing Homes	New Homes
Berkeley and Morgan Counties	**$199,500.00**	**$210,000.00**
Jefferson County	**$219,000.00**	**$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