



CITY OF MARTINSBURG  
WEST VIRGINIA

232 NORTH QUEEN STREET  
P.O. BOX 828  
MARTINSBURG, WEST VIRGINIA 25402  
(304) 264-2131  
Telecopier (304) 264-2136

Dear Program Pre-Applicant:

**Re: Eastern Panhandle HOME Consortium Homebuyer Assistance Program**

Thank you for your interest in the **Eastern Panhandle HOME Consortium Homebuyer Assistance Program**. The Program is designed to provide downpayment, and closing cost assistance of up to \$20,000 toward the purchase of your own home – provided that you are a first time homebuyer, have a total annual household income at or below the income limit set for your household size and that the house you want to buy passes inspection.

To help you get started, enclosed please find a pre-application form. When you have completed the form, *please telephone me to schedule an appointment*. We will set an appointment time for us to meet and to verify you are income eligible for the First Time Homebuyer Program.

For additional assistance and/or to schedule an appointment, please telephone me at **(304) 264-2131, ext. 278**.

Sincerely,

Patricia E. McMillan  
HOME Administrator

Enclosures

## Eastern Panhandle HOME Consortium of West Virginia Homebuyer Assistance Program

- 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 or Morgan County West Virginia.
- Maximum Cost of Property:** Purchase value may not exceed HUD's Section 203 (B) limit of \$275,500 for a single family dwelling.
- 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 30-33% of monthly income.
- 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 at least five years and up 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 previously owned a home in the past three years. In some cases, however, a previous homeowner may qualify as a "displaced homemaker."
- 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.
- Dwelling Requirement:** The dwelling must be located within the boundaries of the City of Martinsburg, Berkeley County or Morgan County (excluding Town of Bath).
- Housing Counseling** Completion of a housing counseling course before applying for the HAP loan is required.
- Income Guidelines:** Guidelines are subject to change.

**Effective March 2009**, the income limits by household size are:

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$38,750	\$44,300	\$49,800	\$55,350	\$59,800	\$64,200	\$68,650	\$73,050

*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 OF WV  
 HOMEBUYER ASSISTANCE PROGRAM  
 PRE-APPLICATION**

**I. HOUSEHOLD INFORMATION**

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

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

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

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

Email address: \_\_\_\_\_

Current Housing Status: Own \_\_\_\_\_ Rent \_\_\_\_\_ Live with others: \_\_\_\_\_

Have You Previously Owned a Home? Yes \_\_\_\_\_ No \_\_\_\_\_

Have You Completed a Housing Counseling Course? Yes \_\_\_\_\_ No \_\_\_\_\_ Certificate

Number of Persons in Household: \_\_\_\_\_

Annual Gross Household Income: \$ \_\_\_\_\_

List all persons living in the household. Please List All Sources of Household Income Received by Each Household Member (over 18 years of age):

Name of Household Member	Source of Income	Gross Amount Per Pay	Number of Pays Per Year

*Please attach additional pages if needed.  
 (Please see the attached Checklist for required verification documents regarding household income and housing counseling.)*

Please indicate the race and ethnicity of the head of household:

- |   |   |
|---|---|
| <input type="checkbox"/> White                                  | <input type="checkbox"/> Other Multi-racial                       |
| <input type="checkbox"/> Black/ African American                | <input type="checkbox"/> Black/African American & White           |
| <input type="checkbox"/> Asian                                  | <input type="checkbox"/> Asian & White                            |
| <input type="checkbox"/> American Indian/Alaskan Native         | <input type="checkbox"/> Am. Indian/Al. Native & White            |
| <input type="checkbox"/> Native Hawaiian/Other Pacific Islander | <input type="checkbox"/> 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.

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

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.)*

**II. DWELLING ELIGIBILITY**

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

Current Status of Dwelling: Vacant \_\_\_\_\_ Occupied \_\_\_\_\_

Dwelling Type: Single Family \_\_\_\_\_ Duplex \_\_\_\_\_ Row House \_\_\_\_\_ Multi-Unit \_\_\_\_\_

Name of Current Property Owner: \_\_\_\_\_

Current Property Owner's Phone Number: \_\_\_\_\_

Asking Price for Dwelling: \$ \_\_\_\_\_

Name of Realty Company: \_\_\_\_\_

Realty Company Telephone Number: \_\_\_\_\_

Name of Realty Company Contact Person: \_\_\_\_\_

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*



**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

**PRE-APPLICANT ELIGIBILITY**

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

2. Pre-applicants' Household Annual Gross INCOME (Compute using table/verification on p.1):

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 30-33 Percent of Monthly Income? Yes \_\_\_\_\_ No \_\_\_\_\_

Exception:

**FOR OFFICE USE ONLY**

DWELLING INFORMATION

Is the dwelling located within Berkeley County? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is the dwelling located within City of Martinsburg? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is the dwelling located within Morgan County? Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes," what is the Census Tract? \_\_\_\_\_ Block Group? \_\_\_\_\_

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 \_\_\_\_\_

Pre-Application Status: Eligible \_\_\_\_\_ Ineligible \_\_\_\_\_

Reviewed By: \_\_\_\_\_  
Name, Title and Date

## **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 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 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 for the Hagerstown, MD-Martinsburg, WV Metropolitan Statistical Area effective **February 2008** follow:

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$38,750	\$44,300	\$49,800	\$55,350	\$59,800	\$64,200	\$68,650	\$73,050

3. The dwelling to be purchased must meet the following criteria:
  - It must be located within Berkeley County, Morgan County, or the City of Martinsburg, West Virginia.
  - It must be in compliance with the International Property Maintenance Code (2003) or the cost to cure defects must be less than 5% of purchase price.
  - It must be a single-family detached home, row structure, duplex, or multi-unit residence.
  - 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.
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 will 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. Repairs funded with the HAP cannot exceed \$4,900.00. 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. HAP loans will be made in increments of \$500.00. 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 –thirty-three percent (33%) of the 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.
  - Purchase value of the dwelling cannot exceed HUD’s Section 203 (B) limit. In 2007, the limit was \$275,500. **The limit is subject to change.**

*I/We understand and agree to abide with the above-referenced terms and conditions.*

_____	_____	_____	_____
<b>Pre-Applicant’s Signature</b>	<b>Date</b>	<b>Pre-Applicant’s Signature</b>	<b>Date</b>

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:** \_\_\_\_\_