

Applicant Name: _____



Down Payment and Closing Cost Assistance Program Application

Borrower(s) Information

Name 1. _____ Social Security Number: _____

Address: _____ City, State, and Zip Code: _____

Phone Number: _____ Cell Number: _____

Work Number: _____

Name 2. _____ Social Security Number: _____

Address: _____ City, State, and Zip Code: _____

Phone Number: _____ Cell Number: _____

Work Number: _____

Please list all household members

Name	Age	Social Security Number

Has the Borrower(s) owned a home in the past 3 years? (*Please Check*) Yes No

Is Borrower(s) a single parent or displaced homemaker? (*Please Check*) Yes No

State the completion date and place of Homebuyer Education: _____



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Source of Income

Borrower #1 Information:

Employer's Name: _____

Employer's Address: _____

City, State, Zip: _____

Dates of Employment: _____

Occupation: _____

Weekly Gross Pay: \$ _____

Have you been at this job or in this line of work for at least two years? (*Please Check*) Yes No

Borrower #2 Information:

Employer's Name: _____

Employer's Address: _____

City, State, Zip: _____

Dates of Employment: _____

Occupation: _____

Weekly Gross Pay: \$ _____

Have you been at this job or in this line of work for at least two years? (*Please Check*) Yes No



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Monthly Income Information

Total annual gross income of all persons who would be living in the home

Employment Income	Borrower #1	Borrower #2	Other Household Income	Total
Gross				
Overtime				
Commissions				
Bonus				
Tips				
Social Security				
Investments				
Pension				
Disability				
VA Benefits				
Trans. Assistance				
Alimony				
Unemployment				
Line 31, Schedule C (1040 Tax Form)				
Other				
Total	\$	\$	\$	\$



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Asset Information

This information is used to determine down payment and closing cost needs.

Personal Assets			
Name of Bank	Account Number	Current Balance	6 Month Average Balance
Checking			
Saving			
Life Insurance/401K/403B/Other			
Money Market/Certificate of Deposit			

Liabilities		
	Balance	Payment
Car Loan		
Student Loan		
Credit Cards		
Other		
Other		
Other		
Total	\$	\$



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Verification of Income and Assets

To verify the above information, the following documentation must be submitted when an interview is scheduled following receipt of an eligibility letter from program staff.

- Last two (2) years of Federal and State Income Tax Returns, 1040, 1040A, or 1040EZ, with W2's
- If income is derived from self-employment, the last two (2) years of Federal and State Income Tax Returns must include all schedules
- One (1) month recent consecutive payroll stubs
- If Social Security or other public assistance is received, an award letter from that agency must be provided stating the amount the household receives for the current year
- If a pension, annuity, insurance policy funds, retirement funds, Veteran's benefits, disability, or death benefits are received, written verification of the gross amount received is necessary
- If unemployment or Worker's Compensation is received, written verification of the gross amount received is necessary
- If alimony and/or child support is received, a copy of four (4) most recent consecutive checks, child support award letter and a copy of the divorce decree is required
- Proof of School Enrollment (for any adult member 18 and older attending school)
- For savings and checking accounts, certification of deposit and money market accounts, copies of the last two (2) statements and/or passbook current balances are necessary
- Insurance Binder which will indicate proof of homeowner's insurance on the Property; and list Way Finders, Inc. as mortgagee on the Property, with a mortgage clause of "Way Finders", ISAOA ATIMA, Attn: Homeownership Department 322 Main St. Springfield, MA 01105
- Copy of valid Homebuyer Certificate
- URA Disclosure
- Pre-Approval Letter from the bank
- Credit Report dated within 60 days of the application date
- Copy of Offer to Purchase
- If purchasing a multifamily and keeping existing tenants, verification of rental income and tenant information must be provided



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Prior to Closing, a Buyer Must Also Submit:

- Mortgage Commitment Letter
- Property Appraisal
- Lead Compliance Letter (if applicable)
- Copy of Lender’s Mortgage Application (Form 1003)
- Copy of Loan Disclosure
- TILA-RESPA Integrated Disclosure (TRID)
- Fully executed Purchase and Sales Agreement

Special Conditions:

If the property is a foreclosed home or in lieu of foreclosure, short sale, vacant or abandoned, additional requirements may apply.

Certification:

I/We acknowledge my/our understanding that the provision of false, fictitious, or fraudulent information on this form shall result disqualification from the program and may also result in civil or monetary penalties. Such falsification of information contained the on the application form will be deemed a breach of the Disclosure Statement , Home Mortgage Document, and Promissory Note and will result in the enforcement of the default provisions of those documents if I/We receive Home assistance. I/We also acknowledge my/our understanding of the documentation required to be submitted to verify the information contained in this application and I/We agree to supply such documentation when requested.

Signature of Borrower

Date

Signature of Borrower(s)

Date

