



First-Time Homebuyer Downpayment Assistance

APPLICATION CHECKLIST

Applying for downpayment assistance is a 3-step process. The first step is to submit an Application and copies of all required income documentation in order for us to determine if you qualify for the program(s).^{*} Second, once you have found a home, submit all of the property eligibility information for review. After the property's eligibility is confirmed, on the morning of your loan closing with your primary lender, you will sign loan agreements at our office. At that time, we will provide you with a check to take to your loan closing. Lastly, you must submit a copy of your Final Settlement Statement from your lender to our office.

Kimberley Driscoll
Mayor

Lynn Goonin Duncan,
AICP
Director, DPCD

STEP 1: Submit Applicant Eligibility Information

- Completed First-Time Homebuyer Downpayment Assistance Application.
- Income Verification, **COPIES** of the following documents that apply to any household member:

Employed:	Twelve (12) weeks of pay stubs for <u>all</u> working household members <u>age 18 & over</u> .
Self-employed	Most recent <u>federal</u> tax returns, <u>including Schedule C</u> and all attachments.
Unemployed	Two (2) most recent month's checks and letter stating start date and assistance.
Social Security:	Current year's letter from Social Security Office stating benefits (even for children).
Public Assistance:	Recent checks and letter from agency stating amount of assistance.
Pension/Disability:	Company letter stating monthly benefits for current year or direct deposit records.
Alimony and/or Child Support	Court Order or letter from non-custodial parent/ex-spouse stating payments or copies of deposited checks.
Rental Income:	Two (2) most rent months of rent receipts.
Full Time Students:	Letter from school stating <u>full-time</u> enrollment for students <u>age 18 & over</u> .

- Most recent year's federal tax returns (Form 1040 with all schedules & attachments).
- Six (6) most recent monthly statements from savings & checking accounts (all pages).
- Most recent quarterly statements for retirement accounts, CDs, stocks, and any other investments.
- Certificate from a CHAPA-certified First-Time Homebuyer counseling course.

STEP 2: Submit Property Eligibility Information

- An executed Purchase and Sale Agreement, as soon as it is available.
- A signed Housing Quality Standards Inspection Disclosure Form - you will need to coordinate with DPCD to set up an inspection.
- The Lead Based Paint Disclosure Form provided to you by the Seller.
- Application Form 1003 from your lender
- Name and contact information for Closing Attorney
- The Certified Appraisal of the Property
- Good Faith Estimate
- Proof of cash paid by applicant toward downpayment (i.e. copy of check)
- Executed Final Loan Commitment

STEP 3: Submit Copy of Final Settlement Statement after your Primary Loan Closing

Contact Information: City of Salem, DPCD,
120 Washington Street, 3rd Floor, Salem, MA 01970
(978) 619-5685.

Para información en español, favor de llamar (978) 619-5685.

^{*}Program eligibility is determined by a projection of gross household income for the coming 12-month period.

The DPCD may request additional information.



These programs do not discriminate on the basis of race, color, national origin, gender, age, religion, familial status, sexual orientation or disability. These programs are funded through the United States Department of Housing and Urban Development (HUD) utilizing Community Development Block Grant (CDBG) and HOME funds.

