



Kimberley
Driscoll
Mayor

Lynn Goonin Duncan,
AICP
Director, DPCD

First-Time Homebuyer Downpayment Assistance

APPLICATION CHECKLIST

All applicants will be automatically considered for both downpayment assistance programs (FTHB and ADDI). 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 pre-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 primary loan closing you will sign FTHB and/or ADDI loan agreements at our office. At that time, we will provide you with a check to take to your closing. Lastly, you must submit a copy of your Final Settlement Statement from your lender or attorney to our office.

STEP 1: Submit Applicant Eligibility Information

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

Employed:	Eight (8) weeks of pay stubs for <i>all</i> working household members age 18 & over .
Self-employed:	Most recent federal tax returns, including Schedule C and all attachments.
Unemployed:	Two (2) most recent month's checks and letter stating start date and assistance.
Social Security:	Current year's Social Security letter stating monthly benefits (<i>even child benefits</i>).
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 monthly/weekly payments or copies of deposited checks.
Rental Income:	Two (2) most recent months of rent receipts.
Adult Students:	Letter from school stating full-time enrollment for students age 18 & over .

- Most recent year's **federal** tax return (Form 1040 with all schedules and attachments).
- Three (3) most recent months of statements for savings & checking accounts for **each** person.
*PLEASE NOTE: **ADDI applicants** must provide **six (6) months of bank statements OR three(3) months of statements plus** a bank or online printout stating the **six-month average balance** for savings and checking accounts held by **each** adult household member.*
- Most recent quarterly statements for retirement accounts, CDs, stocks, and any other investments.
- Certificate from a CHAPA-certified First-Time Homebuyer counseling course (if attended).

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 –Page 3 of FTHB / ADDI Application.
- The Lead Based Paint Disclosure Form provided to you by the Seller.
- Loan Application Form 1003 from your lender.
- Copy of recent Credit Report
- 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.

