

**APPLICATION
FOR
HAMDEN FIRST-TIME HOMEOWNERSHIP
DOWNPAYMENT ASSISTANCE**



**Office of Housing and Neighborhood Development
Keefe Community Center, 11 Pine Street
Telephone (203) 776-5978 x 1123**

www.hamdencommunitydevelopment.com

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PROGRAM GUIDELINES

INTRODUCTION

This program is designed to assist low and moderate-income first-time homebuyers with the purchase of their home. There are income guidelines as well as designated streets where the purchase can be made. Qualified applicants may get up to \$5,000 in matching funds to use for down payment and/or attorney fees.

I. PRIMARY ELIGIBILITY REQUIREMENTS

1. Applicants must purchase a house in the target areas of Hamden – i.e., Highwood, State Street or Hamden Plains. (see attached listing for specific streets). Homes outside the target area can be reviewed on a case-by case basis.
2. No corporate or commercial entity is eligible.
3. The purchase must be a single family (detached) or two to four-family dwelling intended for owner occupancy. Investment properties are not eligible.
4. Applicants cannot exceed income and asset limits as established by the U.S. Department of Housing and Urban Development. (See Income/Assets Requirements for details).
5. Applicants must not have ownership in any residential property within three (3) years of submitting application.
6. All taxes owed by applicant (including motor vehicles registered in the Town of Hamden) must be current at the time of application submittal.
7. The Town of Hamden does not discriminate on the basis of race, color, creed national origin, gender or disability.

II. SECONDARY ELIGIBILITY REQUIREMENTS

1. Property must be covered by homeowner's insurance (i.e., hazard, property, fire and liability) and flood when applicable.
2. Title to the property must be in the name of the applicant(s).
3. Applicants must repay the interest free loan/second mortgage upon sale or transfer of the property, subject to terms and conditions of the grant commitment.
4. Grant will not be used for repayment of loans, liens, attachments, judgments or other debt.
5. Applicants must provide proof of participation in an approved homeownership counseling program.
6. All documentation for priority consideration must be submitted with application. The Office of Housing and Neighborhood Development will not consider applications without supporting documents.

III. LEAD INSPECTION REQUIREMENTS

Applicants approved for funding who are purchasing a house built prior to 1978 must arrange for a **VISUAL LEAD ASSESSEMENT** of the property by a **CERTIFIED LEAD PAINT INSPECTOR**. OHND will pay for this inspection. Where there is evidence of defective paint surfaces (chipping, peeling, flaking, etc.), the applicant is responsible for its correction in accordance with HUD approved standards.

All properties built before 1978 must be granted a **LEAD CLEARANCE** by a **CERTIFIED LEAD PAINT INSPECTOR** and a copy of the notification must be received by the Office of Housing and Neighborhood Development in order for the release of funds. *Failure to comply with this requirement and any other LEAD and housing code regulations will void the Town's grant commitment.*

IV. INCOME/ASSET REQUIREMENTS

1. **Income of all persons, related or otherwise living in the applicant's household will be included in determining gross income.** Total income must not exceed 80% of the median family adjusted gross income (AGI) for the New Haven/Meriden MSA as adjusted for family size and illustrated below.

Income Limits for 2017								
Household Size:	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Maximum Adjusted Gross Income (AGI)	\$47,600	\$54,400	\$61,200	\$68,000	\$73,450	\$78,900	\$84,350	\$89,800

2. Income includes employment wages, unemployment benefits, annuity, pension, disability payments, all forms of social security payments, welfare, alimony, child support, military, stipend, interest income, dividends from investments and savings, rental income, workers' compensation, income from family, friends, roomers and boarders, and any other income source not mentioned.
3. Gross income shall be verified at time of application via the most recent tax return filed with the Internal Revenue Service (IRS). However, other documentation may be requested.
4. Income of full-time students will be excluded from the AGI if acceptable documentation of student status is provided at the time of application.
5. The following credits will be awarded to the AGI:
 - ✦ \$500 for each minor child (under 18 years old)
 - ✦ \$500 for each elderly household member (62 years and over)
 - ✦ \$500 for each disabled household member (those declared disabled under Social Security standards)
 - ✦ \$500 for veteran or military status
6. Applicants liquid assets after closing must not exceed \$20,000 in the aggregate. Assets include, but are not limited to:
 - ✦ Cash held in savings and checking accounts, safety deposit box, etc.
 - ✦ Trusts, except irrevocable trusts outside any family members control
 - ✦ Equity in real estate or other capital investments. (Equity is determined by the current market value as determined by the Office of Housing and Neighborhood Development less the unpaid balance of loan(s) against the property.)
7. Assets do not include approved and dedicated pension funds, life insurance, IRAs, 401ks, or other form of retirement accounts.
8. The applicant shall provide such documentation of all items requested for processing the application. The receipt of a signed application authorizes the Town of Hamden to verify any information provided, including but not limited to credit history.

VI. SELECTION PROCESS

1. Availability of funds may be used as a consideration when determining eligibility.
2. Applicant pool, applicant characteristics that impact the overall need for funds, including but not limited to total household income, size, and cash availability may be used to determine eligibility.

VII. APPROVAL PROCEDURE

1. Qualified applicants are informed in writing via a Pre-approval Notification.
2. Pre-approval Notifications are valid for 12 months from the date on which the document is signed.
3. Applicants are required to submit a Real Estate Purchase and Sales Agreement before the expiration of the Pre-approval Notification. (It is the applicant's responsibility to locate an eligible property and secure his/her mortgage from a reputable lending institution.)
4. Qualified applicants may then be granted a commitment upon meeting the requirements of the Pre-approval Notification.

THE COMMUNITY DEVELOPMENT BLOCK GRANT TARGET AREA

*Census Tract 1655 – The entire street unless indicated otherwise
(Highwood Neighborhood)

Alenier Street	Dudley Court	Marlboro Street	Second Street
Alling Street	Dudley Street	Millrock Road #335-425	Shelton Avenue
Alstrum Street	Easton Street	Morse Street #155-420	Shepard Street
Arch Street	Edwards Street	Mott Street	St. Mary Street
Augur Street #323-342	Fairview Avenue	Murray Street	Third Street
Beaver Street	First Street	Newbury Street	Warner Street
Bowen Street	Fitch Street	Newhall Street	Warren Street
Burke Street	George Street	North Street	West Eaton Street
Butler Street	Glemby Street	Notkins Street	Whiting Street
Cherry Ann Street	Goodrich Street #149-406	Pine Street	Winchester Avenue
Columbus Street	Hamden Park Drive	Putnam Avenue #336-480	Woodin Street to #175
Dix Street	Harris Street	Prescott Street	
Dixwell Avenue to #1216	Helen Street to #164	Remington Street	

*Census Tract 1656 – The entire street unless indicated otherwise
(Hamden Plains Neighborhood)

Albertson Road	Cumley Street	Lee Street	Pond Road
Arcadia Avenue	Dallas Street	Lexington Street	Red Rock Terrace
Arents Road	Dante Place	Malcolm Street	Robert Street
Bagley Avenue	Dewey Street	Manila Avenue	Roosevelt Street
Baldwin Road	Dixwell Avenue to #1932	Maplewood Terrace	Rose Street
Bank Street	Duane Road	Marne Street	Rosedale Street
Battis Road	Foch Street	Meadow Road	Sampson Street
Beacon Street	Garden Street	Merrimac Street	Savoy Street
Beechwood Avenue	Garfield Street	Miles Street	Scott Street
Benham Street to #110	Gilbert Avenue to #140	Millis Street	St. James Street
Blacy Street #13-20	Gorham Avenue	Newton Street	Summit Road
Blue Hills Avenue	Grandview Avenue	Noble Street	Taft Street
Bradley Avenue	Hayward Road	Norton Avenue	Treadwell Street #380-410
Carrington Street	Haywood Lane	Oregon Avenue	Valley Road
Chester Street	Helen Street	Palmer Avenue	Victor Street
Church Street	Hillcrest Avenue	Park View Road	Village Circle
Circular Avenue to #487	Hobson Avenue	Pearl Avenue	Weybossett Street
Claire Terrace	Homestead Avenue	Pershing Street	Wheeler Street
Collins Street	Hope Avenue	Pine Rock Avenue #610-865	Wilbert Street
Concord Street	Lakeview Avenue	Piper Road	William Street
Cross Street	Langer Street	Plains Road	Woodland Avenue

*Census Tract 1651 – The entire street unless indicated otherwise
(State Street Neighborhood)

Addison Road	Lent Road
Allene Drive	Leo Road
Armstrong Street	London Drive
Atlas Street	Lovell Street
Battis Road	Lynmour Place
Benton Street	Maple Street
Cardo Road	Merritt Street
Carew Road	Myra Road
Carroll Road	Olds Street
Cook Street	Park Road #45-205
Corbin Road	Pickwick Road
Craft Street	Potter Place
Curry Street	Quaker Road
Dadio Road	"Quinnipiac Meadows" Stevens Street
Daniel Road	Ridge Road #30 and odd numbers only from #31 to 539
Davis Street #244-315	Robinwood Road
Edgecomb Street	Sidehill Road #53 to 101
Edmond Street	Sebec Street
Farm Road	Smith Drive
Fenway Drive	State Street
Fernwood Road	State Street Rear #2301-2700
Foote Street #11-223	Town Line Road #9-15
Franklin Road	Vineyard Road #80-209
Grafton Road	Wayne Street
Hartford Turnpike odd only from #441-963	Webb Street
Hepburn Road	Welton Street
Hesse Road	Welton Street Rear
Hubbard Road	Westcott Road
Hyde Street	Windsor Street
Jean Street	

DOCUMENT CHECKLIST

Prior to submitting your application for assistance, please make sure you have included the appropriate documents as indicated below. **Failure to provide all information will result in longer processing time.**

<input type="checkbox"/>	Complete and signed all parts of the application
<input type="checkbox"/>	Copy of most recent federal income tax return for all household members or a signed statement that applicant(s) are exempt from filing federal income tax return
<input type="checkbox"/>	Most recent pay stub (2) from all sources of employment for all individuals who will be residing in the household.
<input type="checkbox"/>	Most recent bank statements for all accounts
<input type="checkbox"/>	Proof of homeownership training or complete registration form
<input type="checkbox"/>	Proof of AGI credit, if applicable

Application No. _____
For Internal Use

I. APPLICANT INFORMATION:

Applicant's Name: _____
Last First M.I.

Present Address: _____
Number Street

City State Zip Code

Email

Social Security # _____ Home Phone # _____ Work # _____

Length of time at present address: _____ (no. years) _____ (no. months)

Do you presently (Check One): OWN RENT

Former Address: _____
(If less than 2 years at present address) Number Street

City State Zip Code

Length of time at former address: _____ (no. years) _____ (no. months)

Was your former address (Check One): OWN RENT

Marital Status (Check One):
 Married Separated Unmarried Divorced Widowed

Have you had ownership interest in any property during the last three (3) years?
 Yes No

If yes, please explain: _____

APPLICANT EMPLOYMENT INFORMATION

Name of Employer: _____

Address of Employer: _____
Number Street

City State Zip Code Telephone

Type of Business: _____

Title/Position: _____ No. of years with employer: _____

If self-employed, NAME OF BUSINESS: _____

Address: _____
Number Street

City State Zip Code Telephone

If with current employer less than 2 years, list NAME OF PREVIOUS EMPLOYER:

Name of Employer: _____

Address: _____
Number Street

City State Zip Code Telephone

II. CO-APPLICANT INFORMATION (if Applicable)

Co- Applicant's Name: _____
Last First M.I.

Present Address: _____
Number Street

City State Zip Code

Email

Social Security # _____ Home Phone # _____ Work # _____

Length of time at present address: _____ (no. years) _____ (no. months)

Do you presently (Check One): OWN RENT

Former Address: _____
(If less than 2 years at present address) Number Street

City State Zip Code

Length of time at former address: _____ (no years) _____ (no months)

Was your former address (Check One): OWN RENT

Marital Status (Check One): Married Separated Unmarried Divorced Widowed

Have you had ownership interest in any property during the last three (3) years? Yes No

If yes, please explain: _____

CO-APPLICANT EMPLOYMENT INFORMATION

Name of Employer: _____

Address of Employer: _____

Number Street

City State Zip Code Telephone

Type of Business: _____

Title/Position: _____ No. of years with employer: _____

If self-employed, NAME OF BUSINESS: _____

Address: _____

Number Street

City State Zip Code Telephone

If with current employer less than 2 years, list NAME OF PREVIOUS EMPLOYER:

Name of Employer: _____

Address: _____

Number Street

City State Zip Code Telephone

III. HOUSEHOLD COMPOSTION:

Please provide the following information for ALL other persons who will be residing with you (the applicant[s]) in the house to be purchased.

Name	Date of Birth	Sex	Social Security #	Relationship

- Total number of individual to occupy the house _____ .
- Does anyone live with you now who is **not** listed above? Yes No
- Does anyone plan to live with you in the future who is not listed above? Yes No

If you checked "YES" to any of the questions above, please attach a sheet with an explanation.

HOUSEHOLD INCOME INFORMATION

Please indicate the amount of annual income (for the current year) received for ALL household members in the appropriate boxes.

Income Source	APPLICANT	CO-APPLICANT	OTHER HOUSEHOLD MEMBER	OTHER HOUSEHOLD MEMBER	OTHER HOUSEHOLD MEMBER
Salary					
Overtime Pay					
Commissions Bonus/Fees/Tips					
Interest/Dividends					
Net Income from Business					
Unemployment Compensation					
Workers' Compensation					
Retirement Funds					
Child Support					
Alimony					
Welfare					
Rental Income					
Other					
Total					

Please attach copies of the most recent federal income tax return for applicant(s) and all other household members. (These documents will not be returned.) **Failure to report all sources of income may lead to revocation of grant.**

OTHER ASSETS

SAVINGS ACCOUNTS:

PRIMARY APPLICANT

CO-APPLICANT

- | | | | |
|----|--------------------------|----------|----------|
| 1. | AVERAGE ACCOUNT BALANCE: | \$ _____ | \$ _____ |
| | BANK: | _____ | _____ |
| | ADDRESS: | _____ | _____ |
| | ACCOUNT #: | _____ | _____ |
| 2. | AVERAGE ACCOUNT BALANCE: | \$ _____ | \$ _____ |
| | BANK: | _____ | _____ |
| | ADDRESS: | _____ | _____ |
| | ACCOUNT #: | _____ | _____ |

CHECKING ACCOUNTS:

- | | | | |
|----|--------------------------|----------|----------|
| 1. | AVERAGE ACCOUNT BALANCE: | \$ _____ | \$ _____ |
| | BANK: | _____ | _____ |
| | ADDRESS: | _____ | _____ |
| | ACCOUNT #: | _____ | _____ |
| 2. | AVERAGE ACCOUNT BALANCE: | \$ _____ | \$ _____ |
| | BANK: | _____ | _____ |
| | ADDRESS: | _____ | _____ |
| | ACCOUNT #: | _____ | _____ |

CREDIT UNION ACCOUNTS:

- | | | | |
|----|--------------------------|----------|----------|
| 1. | AVERAGE ACCOUNT BALANCE: | \$ _____ | \$ _____ |
| | BANK: | _____ | _____ |
| | ADDRESS: | _____ | _____ |
| | ACCOUNT #: | _____ | _____ |
| 2. | AVERAGE ACCOUNT BALANCE: | \$ _____ | \$ _____ |
| | BANK: | _____ | _____ |
| | ADDRESS: | _____ | _____ |
| | ACCOUNT #: | _____ | _____ |

STOCKS:

- | | | | |
|----|------------|----------|----------|
| 1. | VALUE: | \$ _____ | \$ _____ |
| | COMPANY: | _____ | _____ |
| | ADDRESS: | _____ | _____ |
| | ACCOUNT #: | _____ | _____ |
| 2. | VALUE: | \$ _____ | \$ _____ |
| | COMPANY: | _____ | _____ |
| | ADDRESS: | _____ | _____ |
| | ACCOUNT #: | _____ | _____ |

LIFE INSURANCE:

- | | | | |
|----|-----------------|----------|----------|
| 1. | CASH VALUE: | \$ _____ | \$ _____ |
| | COMPANY: | _____ | _____ |
| | ADDRESS: | _____ | _____ |
| | ACCOUNT #: | _____ | _____ |
| | KIND OF POLICY: | _____ | _____ |

Please list additional accounts on a separate sheet. Please attach copies of most recent bank statement(s) for asset verification purposes or sign the enclosed bank verification of deposit form to be mailed to all financial institutions indicated above.

DOWN PAYMENT INFORMATION

1. How much money do you have for closing costs? \$ _____

2. How much of your money will be used toward the down payment on the home? \$ _____

3. What other funding, if any, might you have access to (i.e., gift loan, another grant)? Please explain.

A. Do you have a signed sales agreement for the purchase of a home? Yes No

If a "yes", please attach a copy of the sales agreement.

B. Do you have a pending application for a mortgage with a lending institution? Yes No

If yes, please provide the name and address and contact information of the lending institution below.

Financial Institution

Street Address

City/Town

State

Zip Code

Contact Name

Telephone Number

C. Are you pre-qualified for a mortgage? Yes No

D. Have you or anyone listed in section iii ever been convicted of any offense other than a traffic violation or a juvenile offense? Yes No

FAMILY CHARACTERISTICS (OPTIONAL)

The following information is used for statistical reporting only. This information is not considered when considering eligibility for assistance. Please check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Elderly | <input type="checkbox"/> Black |
| <input type="checkbox"/> Female Head of Household | <input type="checkbox"/> Latino |
| <input type="checkbox"/> Small Family (1-4) | <input type="checkbox"/> Native American |
| <input type="checkbox"/> Large Family (5+) | <input type="checkbox"/> White |
| <input type="checkbox"/> Handicapped | <input type="checkbox"/> Other Ethnicity _____ . |

PLEASE READ IN ENTIRETY BEFORE SIGNING

I certify that I have received and read the General Instructions and Program Guidelines for the Town of Hamden’s First Time Homeownership Program. I understand that this authorization does not constitute an approval for homeowner’s assistance or a first mortgage loan.

I understand that the information collected above will be used to determine whether or not I am eligible for the Town of Hamden Office of Housing and Neighborhood Development First-Time Homeownership Assistance Program. I certify that the information provided above is true and complete to the best of my knowledge and belief. I understand that any willful misstatement of material fact will be grounds for disqualification. I understand that it may be a federal crime, punishable by fine or imprisonment or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of the United States Criminal Code. I further understand that false or fraudulent statements are subject to prosecution.

I consent to the disclosure of such information for purposes of verifying income and other information such a credit history and asset verification, related to this application for financial assistance. I authorize the Town of Hamden and its Office of Housing and Neighborhood Development (OHND) to obtain such information as they may require the statements made in this application.

I understand that the Town of Hamden and its OHND may disclose the information contained herein to the participating first mortgage lender as required and permitted by law. If requested by my designated lender, for the purposes of facilitating a residential mortgage application or pre-qualification, I consent and authorize the Town of Hamden and its OHND to provide said Lender with a copy of this application and copies of any income and asset verification, that I have provided to the Town of Hamden and its Office of Housing and Neighborhood Development. Said lender has my permission to notify the Town of Hamden and its OHND of any discrepancies in income or asset verification that do not meet the First-Time Homeownership Assistance *General Program Guidelines*.

I CERTIFY THAT I HAVE READ THE ABOVE AND AGREE WITH THE STATEMENTS CONTAINED HEREIN:

APPLICANT SIGNATURE

DATE

CO-APPLICANT SIGNATURE

DATE

**Town of Hamden
Office of Housing & Neighborhood Development**

Keefe Community Center, 11 Pine Street, Hamden, CT 06517

FINANCIAL INFORMATION DISCLOSURE FORM

I am interested in applying for the Hamden First-Time Homebuyer Assistance Program. As part of the application process, I authorize the Office of Housing and Neighborhood Development to make inquiries as to the employment, income, background, credit history and savings or other banking statements for any member of my household. Upon request of the Office of Housing and Neighborhood Development, I will also provide evidence of income of any tenants.

Signed:

Name (Printed):

Date:

**Town of Hamden
Office of Housing & Neighborhood Development**

Keefe Community Center, 11 Pine Street, Hamden, CT 06517

Lead Information Booklet Confirmation

I am interested in applying for the Hamden First-Time Homebuyer Assistance Program. As part of the application process, I affirm that I have received and read the booklet Protect Your Family From Lead In Your Home

Signed:

Name (Printed):

Date:

HOME OWNERSHIP TRAINING REGISTRATION FORM

COMPLETE AND RETURN IF YOU **HAVE NOT** HAD HOMEOWNERSHIP TRAINING

Name: _____ Phone Number _____

Mailing Address: _____

City: _____ State: _____ Zip Code _____

Today's Date: _____

Are you a First-Time Home Buyer? Yes No

Have you had ownership interest in any residential property in the past three (3) years? Yes No

Have you owned any residential property in the past three (3) years? Yes No

Check where you are in the home buying process:

- Have signed a contract to buy a home
- Will be signing a contract within the next 30-60 days
- Interested in exploring the possibility of homeownership

I am interested in purchasing a home over the next:

- 3-6 months
- 7-12 months
- 13-24 months
- 25-36 months

Have you been pre-qualified by a mortgage lender? Yes No

Have you attended a First Time Homebuyer Session? Yes No

If yes, do you have a certificate of completion? Yes No

What is your household size? (circle) 1 2 3 4 5 6 7 8 more than 8

- Up to \$20,000
- \$20,001-\$30,000
- \$30,001-\$40,000
- \$40,001-\$50,000
- \$50,001-\$60,000
- \$60,001-\$70,000
- More than \$70,000

Do you have more than \$10,000 in liquid assets? Yes No

What property types are you interested in purchasing?

- Single Family
- Multi-Family
- Condo
- Other

Are you planning to occupy the property? Yes No

Are you purchasing or planning to purchase in the Highwood, Hamden Plains or State Street designated area? Yes No

Please return this form to the Office of Housing and Neighborhood Development, Keefe Community Center, 11 Pine Street, Hamden, CT 06514. This is not an application for funding and completion does not guarantee enrollment in the training program. Space is limited and enrollment is based on funding availability and other factors related to need such as family size and income.