

ACA Home Purchase Check List

Key:

ACA – Asset Control Area
 CDC – Community Development Corporation of Utah
 DPA – Down Payment Assistance
 HUD – Housing & Urban Development

Community Development Corporation of Utah
501 East 1700 South, Salt Lake City, Utah 84105
Web Page - www.slcdc.org
Phone # (801) 994-7222
Fax # (801) 994-7220

Buyers may work with the Real Estate agent of their choice or work directly with CDC’s Home Sales Coordinator to purchase an ACA home. Buyers and agents call Carol at CDC for assistance (801) 994-7222 ext. 202

Before an offer can be accepted:

- Submit to CDC completed CDC Home Buyer Application with attachments:
 1. Proof of legal residency: Birth Certificate, Green Card, etc.
 2. Officers & Teachers: Employer Certification of Employment Letter
 3. Most recent household tax returns

INCOME GUIDELINES FOR ACA HOMES		
Household Size	To Purchase <u>Maximum</u> Income 115% of Median Income <i>(Teachers & Officers Exempt)</i>	DPA Programs <u>Maximum</u> Income 80% of Median Income
1 Person	\$49,335	\$34,400
2 Persons	\$56,465	\$39,300
3 Persons	\$63,480	\$44,200
4 Persons	\$70,610	\$49,100
5 Persons	\$76,245	\$53,050
6 Persons	\$81,880	\$57,000
7 Persons	\$87,515	\$60,900
8 Persons	\$93,150	\$64,800

- Household income must be 115% or less of median income (see chart above). *Teachers & Officers are exempt from maximum income limit.*
- Provide to CDC a “Certificate Of Completion” from a HUD approved Home Buyer Education Class
- Complete 1 on 1 pre-purchase counseling with CDC Counselor
- Provide chosen lender’s “Good Faith Estimate” for CDC review
- Buyer’s lender to provide loan pre-approval letter, include mortgage company’s license number, loan officer’s license number, type of loan, mortgage amount and interest rate for CDC review.
- Provide lender verification of income and debt ratios for CDC review

Writing an Offer

- Contract Sales Price will be Fair Market Value of property as determined by a current licensed FHA approved appraiser.
- Buyer must qualify for and provide a first mortgage for the HUD established discounted Resale Price
- HUD will hold a “Homebuyer Enforcement Note” (second mortgage) for the difference between the Fair Market Value of the property and the discounted Resale Price. After 3 years the Homebuyer Enforcement Note will be released and the buyer will realize full equity ownership (Teachers & Officers term of the note is 1 year).
- Submit Full Price offer; include all required addenda and the \$500 earnest money deposit. CDC to retain right of first refusal if buyer sells the home. Offers are subject to CDC review and approval of buyer’s loan information.
- CDC has received a copy of the purchase contract, all addenda, CDC Home Buyer Application and attachments. Questions? Call Carol LaFreniere at CDC 801-994-7222 ext. 202

If offer is accepted and buyer is applying for CDC/DPA

- Buyer household income is 80% or less of median income and is eligible for DPA assistance (see chart above). For more information go to www.slcdc.org to print the instructions and application or for assistance call Elaine Jensen at CDC (801) 994-7222 ext.107.
- Submit application for DPA Programs. Processing of DPA applications, once received by CDC, will take three to four weeks. Questions? Call Elaine Jensen at CDC 801-994-7222 ext.107