

CDC/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.CDCUtah.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 submitted:

- Household income (**all** income in **household** must be 115% or less of median income, see chart below). *Teachers, Officers, Firefighters, Certified Emergency Medical Technicians (EMT) are exempt from maximum income limit.*
- The CDC/ACA home must be the buyer’s primary residence and the only residential property owned during the term of the Homeowner Enforcement Note. If there is no Homeowner Enforcement Note the home will be the primary & sole residential property of the buyer at the time of closing.

INCOME GUIDELINES FOR ACA HOMES		
Household Size	To Purchase <u>Maximum</u> Income 115% of Median Income <i>(Teachers, Officers, Firefighters, EMT, Exempt)</i>	DPA Programs <u>Maximum</u> Income 80% of Median Income
	1 Person	\$52,612
2 Persons	\$60,087	\$41,800
3 Persons	\$67,635	\$47,050
4 Persons	\$75,109	\$52,250
5 Persons	\$81,146	\$56,450
6 Persons	\$87,112	\$60,600
7 Persons	\$93,150	\$64,800
8 Persons	\$99,115	\$68,950

- Submit to CDC completed CDC Home Buyer Application (CDC/ACA packet) with attachments:
 1. Officers, Teachers, Firefighters & EMT: Employer Certification of Employment form (CDC/ACA packet)
 2. Lender release of information (CDC/ACA packet)
 3. CDC release of information (CDC/ACA packet)
 4. Proof of legal residency: Birth Certificate, INS Card, American Passport
 5. Most current **household** pay stubs
 6. Most recent **household** Federal tax returns (First two pages, signed)
 7. Most recent **household** bank statements
 8. Most recent **household** Credit Reports
- 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 completed, signed form 1003 Loan Application from chosen lender
- Lender verification of income and loan information form (CDC/ACA packet)
- 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, and type of loan.

Writing an Offer

- Contract Sales Price will be Fair Market Value of property as determined by a market analysis of comparable properties.
- Earnest Money Deposit must be \$500.
- 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, Firefighters & EMT term of the note is 1 year).
- Submit Full Price offer; include all required addenda and a \$500 earnest money deposit. 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 Catrina Smith at CDC 801-994-7222 ext. 200