

OWN IN SANDY APPLICATION INSTRUCTIONS

NOTE: Because 'Own in Salt Lake' receives a limited number of grants each year and is a first-come first-serve program, please contact CDC for current availability of funds before applying for grant.

1. To be considered an Applicant for the Own in Sandy Program you must fully complete and return to the CDC an Application packet. Please note that the applicant is responsible for selecting the property they wish to purchase within the eligible areas (see Eligibility Criteria). A complete application includes:
 - A. Completed and signed Application Form
 - B. Seller Affidavit attesting that purchasing the selected property does not lead to displacement of any current tenants.
 - C. Copy of applicant's Real Estate Purchase Contract with Seller.
 - D. Copy of applicant's previous two year's of tax returns. If there are other wage earners in your household, their tax returns must also be submitted. Co-borrowers tax returns must also be submitted.
(If applicant has not filed a previous year's tax return, then they must submit documentation regarding their current income (current income must meet federal guidelines) and a letter stating why there was no tax return filed for previous year.)
 - E. Signed and notarized First Time Homebuyer's Affidavit.
(If a homebuyer has not previously owned a home they are considered a first-time homebuyer. If a homebuyer has previously owned a home in the past they may still be able to qualify as a first-time homebuyer. Because the definition of a First Time Homebuyer is changed from time to time, please contact our office if you need clarification of the definition.)
 - F. Identification Documentation
(Accepted documentation will be a copy of birth certificate, passport, naturalization certificate, resident alien card or valid Utah driver's license)

NOTE: The CDC must be informed of any participation by a co-owner, co-borrower or co-signer that will be participating in the purchase of the home whose name does not appear on the initial Own in Sandy application. This must be done in writing, either by a letter from the applicant or the completion a document available in our office. The CDC will need to know their name, relationship to applicant, and in what capacity they will be participating in the purchase. The CDC must be informed and approve of their participation before closing.

ATTACHMENT A

Lead Based Paint Procedures

New regulations from the Department of Housing and Urban Development (HUD: 24 CFR Part 35 subpart K) require increased activities concerning possible lead based paint hazards in homes built before 1978. The primary reason why HUD and its grantees (ie: CDC) are addressing lead based paint hazards is to protect families and children. When deteriorated lead based paint surfaces are present, children under the age of 6 are in danger of being poisoned through the ingestion or inhalation of lead based paint dust, paint chips and/or lead based paint contaminated soil around the exterior of the home.

The following procedures are required for all homes built prior to 1978 before down payment assistance to a family purchasing such a home can be approved.

1- Notification

- a. Pamphlet and Disclosure
- b. Notice of Lead Hazard Evaluation or Presumption, if applicable
- c. Notice of Lead Hazard Reduction Activity

This printed information will be part of the initial application packet.

2- Lead Hazard Evaluation

a. Visual Assessment

A visual assessment will be performed by CDC personnel to determine whether there are deteriorated paint surfaces that could constitute a hazard to the occupant. Potentially hazardous paint surfaces are defined as more than 2 square feet of deteriorated surface on the interior of a home and more than 10 square feet of deteriorated surface on the exterior of a home. The cost to mitigate lead based paint problems will be the responsibility of the seller and/or buyer.

3- Lead Hazard Reduction

- a. Paint stabilization
- b. Safe Work Practices
- c. Clearance

If a home fails the Visual Assessment, the deteriorated surfaces must be repaired and stabilized. This work must be performed by a State of Utah Certified Lead Based Paint Contractor using Safe Work Practices as required by HUD, the EPA and OSHA. Following the completion of Paint Stabilization or other applicable repairs, a Clearance Test must be completed by a Certified Lead Based Paint Inspector or Risk Assessor to verify that the stabilization work has been successful and that the home is clean of hazardous residues.

The home seller could choose to have the home tested to determine whether lead based paint is present. The CDC will accept this test report if it is performed by a Certified Lead Based Paint Inspector or Risk Assessor. The cost for private testing will be solely the responsibility of the sellers.

4. The cost to perform the initial visual assessment and any additional required inspections by the CDC, will show as additional closing costs to be paid at closing by the buyer, from the funds provided by the downpayment/closing cost assistance grant the buyer is applying for. If the buyer does not complete the purchase of the home, there will be no cost to the buyer.

Visual Inspection for Health & Safety

In accordance with HUD regulations, the CDC is required to provide a visual assessment of a home that may receive federal grant or loan funds. This assessment intended to alert a family who will purchase the home that the home may have health and safety problems. The assessment is meant as a service for the family, it is not, however a full inspection that determines if health and safety problems actually exist. Because the CDC is only providing a visual assessment, we encourage the homebuyer to hire a professional service to satisfy any concerns they may have regarding the condition of the home.

OWN IN SANDY APPLICATION

HUD 3/2006 Income Limits

Applicant must complete all sections for application to be considered complete.

Applicant Name(s): _____

Present Address: _____

Home Phone: _____ Work Phone: _____ Email Address: _____

Total Annual Household Income: _____ Number of persons in household: _____

How did you hear about our program? _____

The next questions are for Survey Purposes Only, and does not effect an Applicant's Eligibility.

Head of Household is: Male / Female (circle one) Date of Birth: _____

Is any member of your household disabled? Yes _____ No _____

Ethnicity: (select only one) Hispanic or Latino Not Hispanic or Latino

Race: (select one or more)

- White
- Black or African American
- American Indian or Native Alaskan
- Native Hawaiian or Other Pacific Islander
- Asian

The following questions pertain to the property to be purchased.

Estimated Closing Date: _____

Address: _____

Year home was built: _____

Home is a: Detached Single Family _____
 Condominium _____
 Other (Specify) _____

Purchase Price: _____
Amount of Down Payment: _____
Appraised Value: _____

Number of Bedrooms: _____

Will you be having a Co-Signer on you loan? _____

Name of Co-Signer: _____ Relationship: _____

In order to process this application, the Social Security #'s for ALL persons living in the household must be provided:

<u>NAME</u>	<u>SOCIAL SECURITY #</u>	<u>Age</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check List - have you attached the following:

- Copy of Real Estate Purchase Agreement _____
- Copy of Previous Year's Tax Return _____
- Seller's Affidavit _____
- First-Time Homebuyer Affidavit _____
- Documentation of Citizenship Status & Age: _____

Buyer's Real Estate Co: _____
Agent's Name: _____
Phone: _____
Seller's Real Estate Co: _____
Agent's Name: _____
Phone: _____

Lender Information

Lender: _____
Loan Officer: _____
Phone: _____

I hereby apply for an Own in Sandy- Loan/Grant. I agree to comply with all terms and conditions of the Own in Sandy Program. I understand that failure to comply with any condition, or the submission of false or misleading information may result in rejection of this application. I also understand that I am not hereby committed to buy the above mentioned property.

Signed: _____ Date: _____
Signed: _____ Date: _____

OWN IN SANDY
AFFIDAVIT OF FIRST-TIME HOMEBUYER

STATE OF UTAH)
 : ss.
COUNTY OF SALT LAKE)

AFFIANT, being first duly sworn, states and represents that:

- 1. Affiant is a first-time homebuyer*, and has signed an Real Estate Purchase Contract to purchase the property located at:**

**(If a homebuyer has not previously owned a home they are considered a first-time homebuyer. If a homebuyer has owned a home in the past they may still be able to qualify as a first-time homebuyer. Because the definition of a First Time Homebuyer is changed from time to time, please contact our office if you need clarification of the definition.)*

DATE: _____

SIGNATURE OF AFFIANT (HOMEBUYER)

NAME OF AFFIANT (PLEASE PRINT)

PRESENT ADDRESS

SUBSCRIBED and sworn to before me on this _____ day of _____, 20_____.

NOTARY PUBLIC

(STAMP)

