

II. TYPES OF ASSISTANCE

1. DOWN PAYMENTS

Down payments are usually required by your lending institution to demonstrate your ability to produce and save money. The funds may be used to pay for up to 50% of down-payment costs.

2. CLOSING COSTS

Closing costs include such items as; lending institution processing and servicing fees, attorney fees, appraisals, notary fees, and cost of inspections to determine the condition of the structure, mechanical / electrical systems, and property in general. Closing cost will be paid at the time of the closing by check which will be issued by the OCD.

III. PROGRAM ELIGIBILITY

The purpose of this program is to provide financial assistance for the purchase of permanent housing that benefits low-and moderate-income households. Only residential housing under the following guidelines may qualify:

- Households may be eligible based on the **number of persons in the household** and the **total household income**. All income earned by all members of the household (except for dependent children) is calculated for purposes of determining if the household is eligible to receive funding assistance. A dependent is a family member who is under 18 years of age, is disabled, or is a full-time student. Total household income must not exceed the federal income limits for Community Development Block Grants. Such income limits are updated annually by the U.S. Department of Housing and Urban Development (“HUD”). Current income limits (2023) for Hartford County are as follows:

# of People in Household:	1 PERSON	2 PERSONS	3 PERSONS	4 PERSONS	5 PERSONS	6 PERSONS	7 PERSONS	8 PERSONS
Income Limit	\$66,150	\$75,600	\$85,050	\$94,500	\$102,100	\$109,650	\$117,200	\$124,750

- The Applicant(s) is a first-time homebuyer. A first-time homebuyer is an individual and his or her spouse who have not owned a home during the three-year period prior to purchase of a home. The term first-time homebuyer also includes an individual who is a displaced homemaker or single parent. An individual shall not be excluded from consideration as a first-time homebuyer on the basis that the individual owned, as a principal residence during the three-year period, a dwelling unit whose structure is not permanently affixed to a permanent foundation in accordance with local or other applicable regulations.
- The Applicant(s) includes anyone that will be listed on the title of the property. If there will be more than one name on the title, the second person would be considered the Co-Applicant and must complete the full application with the Applicant. Both the Applicant and Co-Applicant must submit all requested information on the attached checklist.
- The sale price for a single-family house or condominium is no higher than \$250,000 and all mortgages on the property in total will not exceed this sales price limit.
- The sale price for a two-family house, three-family house or four-family house is no higher than \$275,000 and all mortgages on the property in total will not exceed this sales price limit.

6. The property must be the primary residence of the Applicant(s) for the duration of the loan.
7. Applicant(s) do not have to live in Enfield when they apply for the program. However, the home they are purchasing must be located in Enfield.
8. The property to be purchased must be a single-family house, condominium, or a two- to four-family structure.
9. The Applicant(s) will apply with a lending institution to qualify for a 30-year fixed rate mortgage with a competitive market rate.
10. The Applicant(s) receives a certificate of participation from a HUD approved homebuyer-counseling program. **(Counselors below are examples of HUD approved Counselors)**

Community Renewal Team, Inc.	860-761-7937 https://www.crtct.org/	330 Market Street Hartford, CT 06120
Mutual Housing of Hartford	860-296-1797 https://www.mutualhousing.org/	95 Niles Street Hartford, CT
Urban League of Greater Hartford	860-527-0147 http://www.ulgh.org/	140 Woodland Street Hartford, CT
Neighborhood Housing Services of New Britain	860-224-2433 https://www.nhsnb.org/	223 Broad Street New Britain, CT

11. A review of the Applicant(s)'s debt-to-income (DTI) ratio will be taken into consideration when reviewing for program eligibility. The DTI Ratio is an important part in determining the risk associated with someone taking on a loan payment. The DTI ratio is the percentage of the Applicant(s)'s monthly gross income that goes toward paying of the Applicant(s)'s debts which shall consist of the proposed mortgage, real estate taxes, credit card payments, insurance premiums, loan payments, and any other debt considered to be eligible by the Town to be included as part of the DTI evaluation.
12. Non-Displacement Policy - Funds will not be provided towards the purchase of any property if any existing rental tenant(s) will be displaced upon change of ownership that would invoke the Town of Enfield Residential Anti-displacement and Relocation Assistance Plan under Section 104(d) of the Housing and Community Development Act of 1974, as amended.
13. Lead Paint Regulations - Before occupancy all units must comply with lead paint regulations issued under Title X ("ten") of the Housing and Community Development Act of 1972. The new regulation appears within title 24 of the Code of Federal Regulations as part 35 (24 CFR 35). Please ask OCD staff for clarification on the new Federal lead paint regulations.
14. Home Inspection - Before occupancy, all units must be inspected by a licensed Home Inspector, and an inspection report must be submitted to the OCD prior to the closing.

IV. FTHB PROGRAM STEPS

1. APPLICATION PROCESS

- The Lending Institution, on behalf of the Applicant(s), or the Applicant(s) themselves can submit a signed and fully completed FTHB application. The application states that the Applicant(s) has read and understands the FTHB Guidelines and agrees to abide by all terms and conditions of the Program.
- The application checklist clearly outlines the required materials needed by the OCD to process the application. Please refer to the 'Document checklist for Required Information for (FTHB) First Time Homebuyers' that is included at the end of the application.
- The OCD may require additional information and documentation if necessary.

2. PRELIMINARY ELIGIBILITY DETERMINATION

If the Applicant(s) does not have a home selected for purchase, then a preliminary eligibility determination would be made by OCD staff. This would include a review of the Applicant(s) completed application, credit report, income documentation, liabilities, etc that is included on the first page of the document checklist attached to the application. If the Applicant(s) is determined to be eligible, then OCD will issue the Applicant(s) a letter confirming their preliminary eligibility. Once they have a home selected for purchase, the remaining required documents on the second page of the checklist are required (this includes Loan Estimate, Purchase and Sales Agreement, etc). Once the Applicant(s) submits all necessary documentation to our office, staff will review and if the Applicant(s) is still determined to be eligible, their application will be presented to the Loan Review Committee for their final determination.

If the Applicant(s) has a home selected for purchase at the time of application submission, then all documents on the checklist must be received before OCD staff can review. If the Applicant(s) does not adequately complete the application in its entirety, the OCD will return the application noting the omitted information. If the Applicant(s) is determined to be eligible, their application will be presented to the Loan Review Committee.

The need for the loan will be determined by the OCD staff at the time the lending institution issues a Loan Estimate for closing costs and down payment. Once that amount has been determined the Applicant(s)'s resources will be reviewed and need determined. The maximum amount of down payment/ closing cost assistance is \$10,000 in the Town of Enfield.

A preliminary eligibility determination by the OCD is not a financial or legal commitment on the part of the OCD to provide a loan.

3. FINAL DETERMINATION BY TOWN'S LOAN REVIEW COMMITTEE

All applications are subject to the Loan Review Committee's approval. The Loan Review Committee has meetings scheduled for the first Tuesday of every month. Depending on the time a completed application is received by OCD staff, the application determination may not make it on the next scheduled meeting's agenda due to the time it takes to review the application by OCD staff and the Loan Review Committee members. Please note that it can take up to 30-60 days for an application to reach the Loan Review Committee for their final determination.

If approved, funds will be reserved for a period of 90 days, or by the set closing date on the offer.

4. COMMITMENT AND CLOSING

Commitment

The OCD commitment will take place after the Applicant(s) has satisfied all closing requirements set by the Town of Enfield, the Applicant(s), and their lending institution. The OCD will issue a First-Time Homebuyer Loan Commitment Letter to the Applicant(s). The letter will also inform the Applicant(s) of other information, conditions, and/or materials that may be required to establish a loan closing date. This loan will be recorded as a second mortgage on the property.

The Applicant(s) must meet any and all requests for supplementary information, condition and/or materials as specified in the letter.

Closing

The First-Time Homebuyer loan will precede the closing on the First Mortgage. The following is a partial list of typical documents required at the closing:

- Closing Disclosure
- Insurance Binder for both hazard (liability) and property insurance if applicable. The OCD must appear as a loss payee as follows:

Town of Enfield
Office of Community Development
820 Enfield Street
Enfield, CT 06082

Please note that the applicant will be responsible for recording the mortgage documents pertaining to this loan with the Town of Enfield Town Clerk's Office and will pay any and all recording fees incurred.

V. ADDITIONAL INFORMATION

LENDING INSTITUTIONS

Applicants are encouraged to work with local Lending Institutions who are familiar with the Enfield housing market and can provide on-going services after the sale is complete. However, buyers are not limited to local Lending Institutions as long as the terms and rates of your mortgage are comparable with industry standards. The Town of Enfield reserves the right to investigate the lending practices of all Lending Institutions involved in this program. The Town will refuse Applicants that attempt to obtain mortgages from institutions that engage in predatory or unscrupulous lending activities.

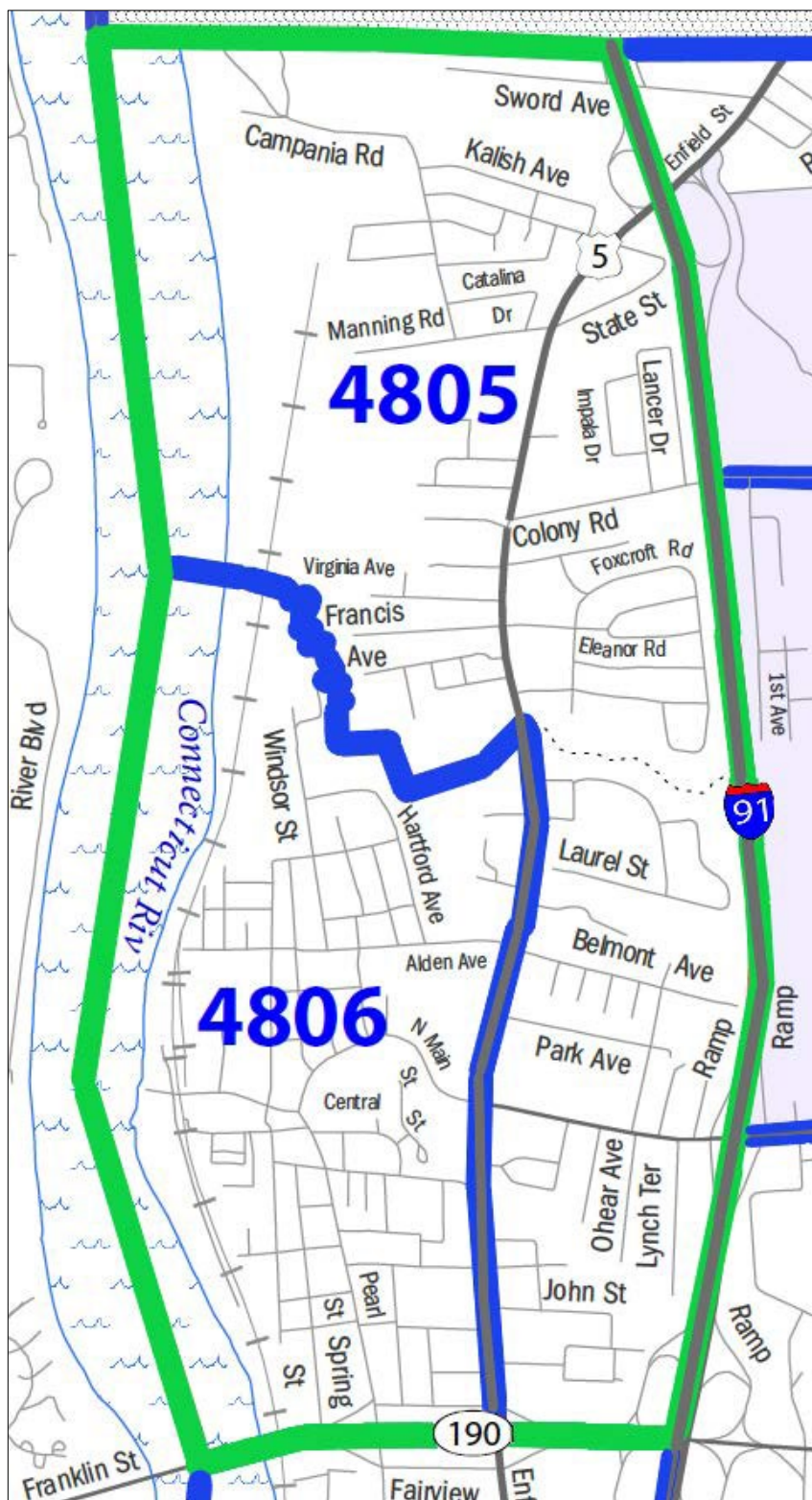
All funding for the closing, other than OCD funding is the responsibility of the Applicant(s). Any procedures or requirements of the Lending Institutions will be not superseded by the FTHB Program.

PROGRAM CONTACT

Office of Community Development
820 Enfield Street
Enfield, CT 06082
860-253-6390

www.enfield-ct.gov/246/Economic-Community-Development

**TARGET AREA FOR A FORGIVABLE LOAN
THOMPSONVILLE (4806) AND NORTH THOMPSONVILLE (4805)**



APPLICATION

FOR

TOWN OF ENFIELD FIRST-TIME HOMEBUYER LOAN PROGRAM

Office of (FRRPLE Community Development

Applicant: _____ **Male**
FIRST NAME MIDDLE NAME LAST NAME **Female**

Current Address: _____
Street/ Apt.# City/Town State Zip

If you have lived at this address for less than one year, please list your previous address:

Social Security # _____

Date of Birth _____

Email Address _____

Telephone # _____

Co Applicant: _____ **Male**
(If one) (FIRST NAME MIDDLE NAME LAST NAME) **Female**

Current Address: _____
(Co Applicant) Street/ Apt.# City/Town State Zip

If you have lived at this address for less than one year, please list your previous address:

Social Security # _____

Date of Birth _____

Email Address: _____

Telephone # _____

Household Composition

Number of persons who will reside in Applicant(s) new home: _____

Number of children who will live with the Applicant(s) in their new home: _____

Number of children (if any) under the age of 6 who will reside in new home: _____

If a purchasing a multifamily home, list the number of units: _____

Names and Ages of Children in Household:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

The following information is not required. However, this information will enable us to adhere to Fair Housing Regulations.

Racial and Ethnic Classifications:

- | | |
|----------------------------------|---|
| American Indian or Alaska Native | Asian |
| Black or African American | Native Hawaiian or Other Pacific Islander |
| White | |
| Hispanic or Latino | Not Hispanic or Latino |

Household Information:

- | | | |
|----------------------------|-----|----|
| Female Head of Household: | Yes | No |
| Household Member Disabled: | Yes | No |

Employment Information

Please list employment information for all household members 18 years old. If a household member is unemployed, please write their name and “unemployed” under Employer. If additional space is needed, please attach an additional piece of paper with the requested information.

Applicant(s)/ Household Member	Employer (Business Name)/Address	Name of Supervisor	Length of Employment	Telephone #

Income

Please list all monthly income and its source for **all household members**. All household members 18 years old or older must be listed in this section. If a household member is unemployed, please write “unemployed” under their name. If additional space is needed, please attach an additional piece of paper with the requested information.

List Gross Dollars (Monthly)	Applicant	Co-Applicant/ Household Member	Household Member	Household Member
	Name:			
Wages, Salary, Tips	\$	\$	\$	\$
Business Income	\$	\$	\$	\$
Social Security	\$	\$	\$	\$
Pension	\$	\$	\$	\$
Child Support	\$	\$	\$	\$
Alimony	\$	\$	\$	\$
Dividends and Interest	\$	\$	\$	\$
Unemployment Compensation	\$	\$	\$	\$
Other(describe)	\$	\$	\$	\$
Total (Monthly)	\$	\$	\$	\$

Assets

Please list all assets for each applicant. If additional space is needed, please attach an additional piece of paper with the requested information.

Applicant

Assets	Balance	Last Four # of Account Number	Bank/Finance Co.
Checking:	\$		
Savings:	\$		
CD/IRA:	\$		
Time Share	\$		
Other:	\$		

Co-Applicant

Assets	Balance	Last Four # of Account Number	Bank/Finance Co.
Checking:	\$		
Savings:	\$		
CD/IRA:	\$		
Time Share	\$		
Other:	\$		

Liabilities

Please list all credit accounts, credit cards, department stores, auto loans, personal loans, etc for each applicant. If additional space is needed, please attach an additional piece of paper with the requested information.

Applicant

Creditor	Balance	Last Four # of Account Number	Monthly Payment
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Co-Applicant

Creditor	Balance	Last Four # of Account Number	Monthly Payment
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Additional Information

- Has the applicant or co applicant owned a home in the past three years? Yes _____ No _____
- What is your monthly rent? (If applicable) \$ _____
- Have all applicants received a certificate within the last year for completion of a First Time Home Buyer training course? (If yes, please attach a copy of your certificate to the application. If no, you must provide) Yes _____ No _____
- The maximum loan amount is \$10,000, how much are you requesting? \$ _____
- If you have a property you are planning on purchasing in Enfield, please provide the address below.
_____ Enfield, CT 06082
- Have you ever had any judgments or other legal proceedings against you? Yes _____ No _____
- Have you gone through bankruptcy in the past ten (10) years? Yes _____ No _____

If yes, please explain: _____

- Are you co-maker, endorser or guarantor for others? Yes _____ No _____

If yes, please explain: _____

Lending Institution

Name of Institution _____

Loan Officer / Contact Person _____

Phone Number _____

Email Address _____

I/We certify that the above information is correct to the best of my knowledge, and I/We authorize the Enfield OCD to verify the facts stated. I/We also understand giving false statements or information will automatically terminate this application. I/We certify that this application does not in any way constitute a binding agreement between the Enfield FTHB Program and the said applicant(s) for the funding assistance to the purchase of property. I/We have read and fully understand the FTHB Program guidelines provided to me with this application, including all intake procedures for the program. I/We also understand that the funding used for the Enfield FTHB Program has income and affordability restrictions as well as deed restrictions.

Applicant signature: _____ Date: _____

Co-Applicant signature: _____ Date: _____

Please attach all other supporting information to this application form

Document Checklist for Required Information for (FTHB) First Time Homebuyers

Please note: The Applicant(s) includes anyone that will be listed on the title of the property. If there will be more than one name on the title, the second person would be considered the Co-Applicant and must complete the full application with the Applicant. Both the Applicant and Co-Applicant must submit all requested information below. If all information requested is not received at the time of submission, the application will be considered incomplete and will be returned.

1. Completed application
2. Letter of First Commitment or Pre-Approval Letter from the bank or lending institution
3. Credit report
4. Certificate from an approved homebuyer counseling class

Income Tax Documentation

5. Last 2 years of tax returns including W-2 forms (1040,1040a,1040 ez,1098,1099 and all schedules)
6. In the event a tax document is missing in part or in whole, or if the applicant(s) did not file taxes, a transcript or verification of nonfiling may be requested from the IRS (Form 4506 available upon request from irs.gov)
7. If self-employed, include year-to-date Profit and Loss statement and last four (4) quarterly tax payment documents

Evidence of Income

8. Last consecutive 12 weeks (3 months) of income verification for applicant(s) and all persons within household who earn income. Income includes:
 - Payroll stubs
 - Alimony
 - Child support
 - Social Security
 - Pension
 - Disability (may be required to submit evidence of disability)
 - Unemployment
 - Other
 - Child 18 years or older and a full-time student, please provide 12 weeks of income and a letter from the educational institution indicating student's full-time status
 - If a person in the household does not earn any income, we must receive documentation (example: a signed letter stating status may be submitted but additional evidence may be requested)
9. Verification of Income – Letter from employer/supervisor indicating length of employment, current salary, any bonus or commissions applicant has been or may be eligible for on an ongoing basis. Include direct telephone number of employer/supervisor to verify income.

Liabilities

10. Provide copies of two (2) most recent statements
 - Auto loan/lease(s)
 - Credit card(s)
 - Personal loan(s)
 - Department store(s)
 - Other (describe)

If the Applicant(s) does not have a home selected for purchase and is just looking for a preliminary eligibility determination by the OCD, then the following information is not needed for their initial application review. Once the Applicant(s) is in the process of purchasing a home, we would also need the following information to present to the loan review committee.

11. Loan Estimate

12. Purchase and Sales Agreement

The following form must be included with the purchase and sales agreement **(if you do not complete this form, our office will not be able to process your application)**

- Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

13. Certified Property Appraisal

14. Home Inspection Report (completed by a licensed Home Inspector)

**REMINDER: APPLICATIONS WILL BE RETURNED AND
CONSIDERED INCOMPLETE IF THEY DO NOT INCLUDE ALL
OF THE REQUESTED DOCUMENTATION ABOVE**

TARGET AREA FOR A FORGIVABLE LOAN

