



City of Victorville
Mortgage Assistance Program Application (80% AMI)
Administered by Neighborhood Partnership Housing Services, Inc.

Congratulations on taking steps towards homeownership. The City of Victorville, through its Mortgage Assistance Program, offers up to \$40,000 for each eligible household to be used towards down payment and closing costs for the purchase of a home. It is intended for lower income home buyers who can afford monthly mortgage payments but do not have enough to pay the initial home purchase down payment. The goal of the program is to increase homeownership in the City of Victorville. The program is administered by Neighborhood Partnership Housing Services (NPHS) on behalf of the City of Victorville.

The Mortgage Assistance Program is considered a “deferred payment loan.” It is a deferred second mortgage for 30 years with shared equity based on the amount of assistance. This means you will be required to pay back the full amount plus equity 30 years from the date you purchased your home. This loan is never forgiven. Funds are available on a first come, first served basis with an accepted purchase contract.

In order to effectively determine your eligibility, please complete this application as thoroughly and accurately as possible. Please note that you must use a City of Victorville Approved Lender and submit the application for the Mortgage Assistance Program. The application, along with all required documents, must be submitted a minimum of 4 weeks prior to any loan commitments or closing dates. When you are qualified you will be issued a letter of preapproval that will remain valid for 90 days.

Additional Mortgage Assistance Program applications are available online at www.NPHS.info. Applications can be submitted in person at **320 W. G Street, Suite 103, Ontario, CA 91762** or by email to Adam Hicks at **Adam@nphs.info**.

If you have questions regarding the application process, please contact NPHS at (909) 988 – 5979.



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APPLICATION INSTRUCTIONS

Please complete the attached application. The information provided is confidential and shall be used for the purpose of determining eligibility for the Mortgage Assistance Program. In addition to completing this application, please submit Phase 1 documents for all persons receiving income in the household at the time of application to determine your eligibility.

Phase 1: Documents to be submitted with initial application to determine eligibility.

- ☐ Signed Application, Disclosures and including Exhibit A
- ☐ Copy of Driver's License and Social Security
- ☐ Copy of last 4 most recent paycheck stubs for all persons living in the household
- ☐ Copy of Last 3 years Federal Income Tax Returns with W-2s
- ☐ If Self-Employed must provide a Year-to-Date Profit and Loss Statement along with the previous 3 years Federal Tax Returns from a qualified institution
- ☐ Copy of other income documentation such as Alimony, Child Support, Social Security, SSI, Retirement and Disability (supply a copy of the award letter or a copy of the check or direct deposit bank statement)
- ☐ Copy of all pages from the 3 most recent bank statements of all accounts (showing the required down payment from the borrower's own funds). Must include other accounts such as mutual funds, stocks, bonds, 401K and IRAs
- ☐ Copy of Credit Report for ALL Applicants
- ☐ Copy of First Mortgage Loan Preapproval Letter
- ☐ 1003 Application

Phase 2: Documents to be submitted by first mortgage lender 15 days prior to closing.

- ☐ Fully executed purchase contract
- ☐ Final loan approval letter from First Mortgage Lender or 1008
- ☐ Good Faith Estimate and Truth in Lending
- ☐ Estimated HUD
- ☐ Escrow instructions with vesting
- ☐ Preliminary Title Report with wire instructions
- ☐ Appraisal
- ☐ Home Inspection Report showing property is clear of all health and safety issues
- ☐ Verification of Employment
- ☐ Copy of Hazard Insurance listing the City of Victorville as Loss Payee
- ☐ Signed Certificate of Occupancy form
- ☐ Homebuyer Education Certificate of Completion with Neighborhood Partnership Housing Services

Mortgage Assistance Program Application

Primary Applicant Information

First Name: _____ MI: _____ Last Name: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Cell Telephone: _____ Birth date: _____ Email: _____

Mailing address: _____ Social Security Number: _____

California Driver License Number/California ID: _____

Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed

Disability/ Special Need ☐ Yes ☐ No

Veteran ☐ Yes ☐ No

First Time Homebuyer ☐ Yes ☐ No

Foreign Born: ☐ Yes ☐ No

Primary Language: _____

Section 1: Employment Information

Current Employer: _____

Work Phone: () _____ Fax: () _____

Employers Address: _____

How long have you been at your current employer: _____ Your Hire Date: _____

Email: _____ Title/Position: _____ Supervisors Name: _____

Supervisors Phone Number: () _____

Compensation: \$ _____ Yr. Hourly Rate: \$ _____/hr. Hours Worked Per Week: _____

Gross Monthly Income (before taxes): \$ _____ Net Monthly Income (after taxes) \$ _____

Self Employed P&L (YTD gross): _____ Self Employed P&L (YTD net): _____

Section2: Housing Arrangement and History

Describe your current housing arrangement:

☐ Homeowner with Mortgage

☐ Rent: \$ _____ Per Month

☐ Does Not Pay Rent

☐ Homeowner with a Mortgage \$ _____ Per Month

How long have you lived at your current residence: _____

Have you or any other person listed on this application, purchased or had ownership interest in a residential unit within the last 3 years:

☐ Yes ☐ No

Section3: Home Ownership Information

Have you or any other person listed on this application, purchased or had ownership interest in a residential unit within the last 3 years:

☐ Yes ☐ No

Have you or your co-applicant filed for bankruptcy or foreclosed on a property in the past 3 years: ☐ Yes ☐ No

What is maximum housing payment you are comfortable making? \$ _____

Section 4: Household Type Information

☐ Male/Female-headed Single-Parent Household

☐ Married with Dependents

☐ Married without Dependents

☐ Single Adult

Household Size: _____

Number of Dependents: _____

Ages of Dependents: _____, _____, _____, _____, _____, _____

Section5: Assets

Borrower

Balance

Checking Account: \$ _____

Savings Account: \$ _____

Money Market: \$ _____

Other (stocks, bonds, ext.): \$ _____

401K and Retirement: \$ _____

Co-Borrower

Balance

Checking Account: \$ _____

Savings Account: \$ _____

Money Market: \$ _____

Other (stocks, bonds, ext.): \$ _____

401K and Retirement: \$ _____

How much do you have for your down payment: \$ _____

Section 6: Liabilities

Borrower			Co-Borrower		
<u>Name</u>	<u>Unpaid Balance</u>	<u>Monthly Payment:</u>	<u>Name</u>	<u>Unpaid Balance</u>	<u>Monthly Payment:</u>
_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____	\$ _____

Are all debts listed? ☐ Yes ☐ No

Is any debt past due? ☐ Yes ☐ No How many months? _____

Have you or your co-applicant filed for bankruptcy or foreclosed on a property in the past 3 years? ☐ Yes ☐ No

Section 7: Lender Information

☐ I have been pre-approved for a first mortgage: ☐ Yes ☐ No

☐ I am in contract to buy a house and have a closing date for my loan: ☐ Yes ☐ No If yes, please enter the closing date: _____

Name of Loan Officer: _____

Name of Bank: _____

Telephone of Loan Officer: _____

Email of Loan Officer: _____

APPLICANT - FEDERAL STATISTICAL PURPOSE ONLY

Per HUD regulations, data on ethnicity and race is to be collected by one ethnicity and ten race categories.
Please select one ethnicity and one race category.

What is the ethnicity and race of the head of your Household?

☐ Hispanic or Latino

☐ Not Hispanic or Latino

And

☐ White

☐ Black/African American

☐ Asian

☐ American Indian or Alaskan Native

☐ Asian AND White

☐ American Indian or Alaskan Native AND White

☐ Black/African American AND White

☐ American Indian/Alaskan Native AND Black/African American

☐ Native Hawaiian or Other Pacific Islander

☐ Other: _____

Mortgage Assistance Program Application

Co-Applicant Information

First Name: _____ MI: _____ Last Name: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Cell Telephone: _____ Birth date: _____ Email: _____

Mailing address: _____ Social Security Number: _____

California Driver License Number/California ID: _____

Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed

Disability/ Special Need ☐ Yes ☐ No

Veteran ☐ Yes ☐ No

First Time Homebuyer ☐ Yes ☐ No

Foreign Born: ☐ Yes ☐ No

Primary Language: _____

Section 1: Employment Information

Current Employer: _____

Work Phone: () _____ Fax: () _____

Employers Address: _____

How long have you been at your current employer: _____ Your Hire Date: _____

Email: _____ Title/Position: _____ Supervisors Name: _____

Supervisors Phone Number: () _____

Compensation: \$ _____ Yr. Hourly Rate: \$ _____/hr. Hours Worked Per Week: _____

Gross Monthly Income (before taxes): \$ _____ Net Monthly Income (after taxes) \$ _____

Self Employed P&L (YTD gross): _____ Self Employed P&L (YTD net): _____

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Describe your current housing arrangement:

☐ Homeowner with Mortgage

☐ Rent: \$ _____ Per Month

☐ Does Not Pay Rent

☐ Homeowner with a Mortgage \$ _____ Per Month

How long have you lived at your current residence: _____

Have you or any other person listed on this application, purchased or had ownership interest in a residential unit within the last 3 years:

☐ Yes ☐ No

What is maximum housing payment you are comfortable making? \$ _____

Section3: Home Ownership

Have you or any other person listed on this application, purchased or had ownership interest in a residential unit within the last 3 years:

☐ Yes ☐ No

Are all debts listed: ☐ Yes ☐ No

Is any debt past due: ☐ Yes ☐ No How many months: _____

Have you or your co-applicant filed for bankruptcy or foreclosed on a property in the past 3 years: ☐ Yes ☐ No

What is maximum housing payment you are comfortable making? \$ _____

Section 4: Relation to Applicant

☐ Grandfather/Grandmother

☐ Husband/Wife

☐ Uncle/Aunt

☐ Niece/Nephew

☐ Son/Daughter

☐ Father/Mother

☐ Sister/Brother

☐ Girl Friend/ Boy Friend

☐ Domestic Partner

CO-APPLICANT - FEDERAL STATISTICAL PURPOSE ONLY

Per HUD regulations, data on ethnicity and race is to be collected by one ethnicity and ten race categories.
Please select one ethnicity and one race category.

What is the ethnicity and race of the head of your Household?

☐ Hispanic or Latino

☐ Not Hispanic or Latino

And

☐ White

☐ Black/African American

☐ Asian

☐ American Indian or Alaskan Native

☐ Asian AND White

☐ American Indian or Alaskan Native AND White

☐ Black/African American AND White

☐ American Indian/Alaskan Native AND Black/African American

☐ Native Hawaiian or Other Pacific Islander

☐ Other: _____

Acknowledgement and Certifications

By signing below I acknowledge, accept and certify the following:

1. I am aware that my application is being submitted to the City of Victorville for a down payment assistance loan.
2. I am aware that this is a deferred loan and I am required to repay the full principal amount plus shared equity based on the amount of assistance 30 years from my closing date.
3. I understand that this loan is never forgiven.
4. I understand that funds for this loan are not guaranteed and are only available on a first come, first served basis with a fully executed purchase contract.
5. I understand and agree that NPHS and the City of Victorville are not responsible for the loss of any earnest money deposits or any other monetary losses associated with my purchase transaction or as a result of this application being either approved or denied.
6. I understand and agree that NPHS and the City of Victorville are not responsible for any fees, costs or additional expenses associated with my purchase transaction or incurred as a result of this application being either approved or denied.
7. I understand that NPHS and the City of Victorville reserve the right to reverse any loan approvals based on additional information discovered that proves the applicant is not eligible for assistance.
8. I understand that once my application is submitted, I will not be permitted to make any changes that will affect my ratios, household size, income and number of dependents. It is my responsibility to verify the completeness and accuracy of my application before it is submitted to NPHS and the City of Victorville.
9. I certify that I have not had ownership interest in a residential unit within the last three years.
10. I agree that this application is the property of NPHS and the City of Victorville and need not be returned to me.
11. I certify that the information contained in this application including all exhibits is true and complete as of the date below.

IF ANY INFORMATION IS WITHHELD, FALSIFIED, OR WILLFULLY MISREPRESENTED, THE CITY OF VICTORVILLE RESERVES THE RIGHT TO REFUSE FUNDING, OR TO CALL THE LOAN DUE-IMMEDIATELY UPON DEMAND. ACCEPTANCE OF THIS APPLICATION BY THE CITY OF VICTORVILLE DOES NOT MEAN YOU HAVE BEEN APPROVED FOR A LOAN. THE CITY OF VICTORVILLE AND NPHS WILL NOTIFY YOU IN WRITING IF YOU HAVE BEEN APPROVED OR DENIED A MORTGAGE ASSISTANCE LOAN.

Applicant Signature

Date

Co-Applicant Signature

Date

Exhibit A
NON BORROWER'S EMPLOYMENT AND INCOME INFORMATION

List names and income/employment information of additional family members who will be living in the house that are **Non** Borrowers of this purchase transaction:

Non-Borrower Name: _____

Employer _____

Monthly Gross Income: _____

Non-Borrower Name: _____

Employer _____

Monthly Gross Income: _____

Non-Borrower Name: _____

Employer _____

Monthly Gross Income: _____

Office Use Only

Total Borrowers Monthly Gross Income: \$ _____

Total Non-Borrowers Monthly Gross Income: \$ _____

Total Household Monthly Gross Income:

\$