



**CITY OF SAN MARCOS
COMMUNITY DEVELOPMENT BLOCK GRANT
HOMEBUYER ASSISTANCE FORGIVABLE LOAN
APPLICATION & ELIGIBILITY VERIFICATION FORM**

HUD Income Eligibility Requirements

Homebuyer Assistance may be provided to eligible applicants whose total household (Annual Adjusted Gross Income) does not exceed 80% of the area median income. The US Department of Housing and Urban Development updates the income limits annually. See summary below.

City of San Marcos

FY 2021 Income Limits Summary

Median Family Income: Austin-Round Rock MSA Effective: June 1, 2021, = **\$98,900**

Percent AMI	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% Extremely Low	\$20,800	\$23,750	\$26,700	\$29,650	\$32,050	\$34,400	\$36,800	\$39,150
50% Very Low	\$34,650	\$39,600	\$44,550	\$49,450	\$53,450	\$57,400	\$61,350	\$65,300
80% Low Income	\$55,400	\$63,300	\$71,200	\$79,100	\$85,450	\$91,800	\$98,100	\$104,450

APPLICANT INFORMATION	
Applicant: (Legal Name)	
Co-Applicant: (Legal Name)	
Current Applicant Address:	
Co-Applicant Address:	
Preferred Phone Number:	
Other Phone Number:	
E-Mail Address:	

PROPERTY TO BE PURCHASED (MUST BE IN SAN MARCOS CITY LIMITS)	
Property Street Address:	
Hays Co Appraisal District Property ID # (If known):	R-
Year Constructed:	
Type of Structure:	<input type="checkbox"/> SINGLE-FAMILY <input type="checkbox"/> TOWNHOUSE OR CONDOMINIUM <input type="checkbox"/> OTHER: _____
Located in a Flood Zone:	<input type="checkbox"/> YES (MUST BE ELEVATED IF IN 100-YR FLOODPLAIN) <input type="checkbox"/> NO
Sales Price:	\$
Seller's Name:	
Buyer's Real Estate Agency	
Contact Name:	
Phone Number:	
Email Address:	
Buyer's Mortgage Lender:	
Contact Name:	
Phone Number:	
Email Address:	
Anticipated Closing Date:	

HOMEBUYER ASSISTANCE ELIGIBILITY:

Please indicate which of the following eligibility criteria qualifies applicant for the program:

_____ (Write the letter of the eligibility category found below)

- | |
|---|
| A. An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. Only one spouse in a marriage must meet this criterion. |
| B. A single parent who has only owned a residence with a former spouse while married. |
| C. An individual who is now a displaced homemaker and has only owned a residence with a spouse. A displaced homemaker is generally a person who previously provided unpaid services to the family (for example, a stay-at-home mom or dad), is no longer supported by the spouse, is unemployed or underemployed, and is having trouble finding or upgrading employment. |
| D. An individual who has only owned a principal residence not permanently affixed to a foundation in accordance with applicable regulations. |
| E. An individual who has only owned a property that was not in compliance with state, local, or model building codes, and which cannot be brought into compliance for less than the cost of constructing a permanent structure. |

HOUSEHOLD COMPOSITION	
List the name and date of birth (DOB) of everyone who will reside during the next twelve months in the house to be purchased. This includes any births or adoptions expected to occur within the year.	
Applicant:	DOB:
Co-Applicant:	DOB:
Name:	DOB:
Name:	DOB:
Name:	DOB:
Name:	DOB:
Name:	DOB:

Total Number in Household: _____

Are all household members either citizens or lawful permanent residents of the United States?

- Yes
- No If no, please explain:

ANNUAL INCOME

Please list gross income that is anticipated to be received during the next twelve months by all adults aged 18 and older who will reside in the residence. This includes wages, salaries, tips, alimony, child support, military income, part-time income, Social Security, SSI, TANF, and any other source(s) of income. Food stamps are not considered income. The attached appendix pages provide information on how income is calculated.

WAGE EARNER NAME	SOURCE OF INCOME	RATE OF PAY/PER ____	PAYMENT BASIS (WEEKLY/MONTHLY)

ASSETS

Please include cash or non-cash items that can be easily converted to cash. Assets that must be reported include savings and checking account balances, personal property held as investments, and lump sum or one-time payments.

NAME ON ACCOUNT	CHECKING/SAVINGS ACCOUNT & BANK NAME	LAST 4 DIGITS IN ACCOUNT #	CURRENT BALANCE

AFFIRMATIVE ACTION INFORMATION

This information is requested to comply with the US Department of Housing and Urban Development’s (HUD) requirements. Answers to the following questions are not used to determine eligibility for program assistance. You will not be discriminated against based on this information, or on whether or not you choose to furnish it. If you elect not to provide this information, please initial below.

_____ I do not wish to furnish the information requested below.
(Applicant Initials)

Head of Household Information

Name: _____

- Male
- Female

Ethnicity of Head of Household: (Choose one)

- Hispanic – A person of Mexican, Cuban, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race. Terms such as “Latino” or “Spanish Origin” apply.
- Non-Hispanic – A person NOT of Mexican, Cuban, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Race of Head of Household: (Choose one):

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

Household Special Needs (includes everyone living in the applicant’s household):

- One or more people living in this household are elderly (62 or older).
- One or more people living in this household have a disability.

CERTIFICATIONS

- I have received and reviewed the Homebuyer Assistance Program Policies and Procedures.
- I understand that the Homebuyer Assistance loans are granted on a first-come, first-served basis as funding permits and that submission of this application is not a guarantee of funding.
- I understand that giving incorrect information (a false statement) either deliberately or carelessly in this application or in any other form or statement made by me in connection with this application may be a federal violation that could be punished by a fine and/or may cause the application to be denied. Discovery of a false statement after I have received funding may result in the immediate termination of my loan which would make the entire balance of the loan due and payable immediately in addition to any criminal penalty imposed by law.

By signing this application, I authorize the City of San Marcos Community Initiatives Division staff to obtain information from a third party as may be necessary to process this application for a Homebuyer Assistance Loan.

Applicant Signature

Date

Co- Applicant Signature

Date

APPLICATION CHECKLIST

This checklist is intended to help the lender and applicant prepare a complete loan application package. Unless otherwise indicated, the documents listed must be submitted for each person who will reside in the home, even if they will not be included on the loan. Copies of the documents must be provided to the City along with the completed and executed application. Please keep in mind the City provides assistance on a first come first served basis, as limited funding is available. A complete application package is required to be submitted for review and determination of program eligibility. **Incomplete application packages will not be accepted. At least 45 days is required to complete the review process and produce a check for closing.**

The applicant is responsible for providing all required information. Upon receipt of a signed authorization form, City staff will contact the lender to acquire any necessary documentation that has been submitted to the lender, to prevent duplication of effort by the applicant.

DOCUMENTS TO BE PROVIDED BY THE APPLICANT

1. **Application Form**, completed, with original signature of applicant and co-applicants.
2. **Authorization for Release of Information** form
3. **Notice to Real Property Owner/Seller** form, completed, with original signature.
4. **Buyer/Seller's Certification of Purchase** form, completed and signed by both applicant and seller.
5. **Official government issued photo identification** for all adults in the household 18 and older. Acceptable forms of identification include driver's licenses issued by a state's Department of Motor Vehicles or state ID cards for non-drivers.
6. **Birth Certificate, US Passport, or Permanent Resident Card** issued by US Citizenship and Immigration Services for all adults 18 and older.
7. **Zero Income Certification**- Complete this form ONLY if one or more adults over 18 in the household receive no income from any source.
8. **Income Information** listed below for any household members who are adults eighteen years of age or older who are living in the household but are not part of the loan application.
9. **Certificate of completion of a Homebuyer Education Course approved by the City.**

Information on 4 hour approved classes that meet requirements will be provided by staff

FINANCIAL DOCUMENTS TO BE PROVIDED BY LENDER

SUBMIT WITH APPLICATION

10. **Uniform Loan Application**
11. **Loan Estimate** (formerly Good Faith Estimate) signed by both the buyer and loan officer. The Loan Estimate must show the property address being purchased, interest rate, and type of loan
12. **Sales Contract**, executed by seller and buyer (known as Purchase Agreement)

Income Information

13. **Income Tax Returns that include W2's** for the past two years. If unable to provide these documents, you must provide an official IRS transcript for each year.

14. Paystubs for each adult and minor child eighteen and older who are listed on your application. If paystubs are not available, verification must be obtained from each employer that clearly lists the pay rate, hours worked, pay frequency, and any other type of pay such as overtime, bonuses, tips, etc., on company letterhead.

- Provide all consecutive pay stubs for the most recent six months within 30- 60 days prior to closing.

15. Financial Statements:

- Checking accounts** – last six consecutive bank statements for all household members must be submitted within 30- 60 days prior to closing. Please submit all the pages that correspond to each statement.
- Savings accounts** – most current financial statement for all household members must be submitted within 30- 60 days prior to closing. Please submit all the pages that correspond to each statement.

16. Social Security, SSI, VA, or government assistance – most current benefit letter must be submitted within 30- 60 days prior to closing. If you do not have one, please request one from the Social Security Administration.

17. Documentation to establish income from the following sources (if applicable):

- Child support payment history
- Retirement, survivor, or other pensions from companies and unions
- Unemployment compensation benefit letter
- Public assistance payments
- Self-employment net income
- Regular payments from an estate or trust fund

SUBMIT AS SOON AS POSSIBLE – PRIOR TO CLOSING

18. Appraisal Report

19. Inspection Report (if applicable)

20. Final Closing Disclosure (formerly Final HUD 1)

21. Commitment for Title Insurance

22. Certificate of Occupancy (if applicable)