

THE CITY OF MIDDLETOWN, OHIO
Middletown Homeownership Partnership
HOME Program-Funded Down Payment/Closing Cost Assistance

Applicant Eligibility – Adjusted Gross Annual Income

One Person Households	\$39,900	Two Person Households	\$45,600
Three Person Households	\$51,300	Four Person Households	\$56,960
Five Person Households	\$61,550	Six Person Households	\$66,100
Seven Person Households	\$70,650	Eight Person Households	\$75,200

Note: these household income limits were established by HUD on March 6, 2015

Note: These guidelines are subject to change at any point in time

Eligible Residential Properties

Single family residences (including condominium units) are eligible. These dwellings shall be located within the incorporated limits of the City of Middletown, Ohio.

Financial Assistance

Qualified home buyers are eligible to receive **up to** 6% of the contract purchase price toward the down payment and/or closing costs of the purchase of the home up to a maximum total of \$5,000.

Program participants shall not receive ANY funds back at closing with the exception of returned earnest money or other personal funds, providing the equity requirements below have been adhered. Any tax pro-rations must be applied to principle, additional closing costs, zeroed out, or subtracted from the amount of down payment assistance needed.

Eligible Purchasers

Assistance is available to **any** homebuyer who meets the qualifications listed in these guidelines and providing the dwelling purchased will be the buyer's primary owner occupied residence.

Equity Requirements

Participants must invest a minimum of \$500 into the purchase transaction. The equity requirement can include: earnest money (if applied to the home purchase and not returned), homeowners insurance, application fee, appraisal fee or independent home inspection, etc. This equity requirement must be applied to

typical purchase transaction costs or down payment and can not be used to pay off personal debt.

Pre-Purchase Education

Participants shall complete at least 6 hours of a Pre-Purchase Homebuyer Education class provided by Neighborhood Housing Services of Hamilton, Inc. (NHS) prior to loan closing. **ALL** owner occupants of the property that will be purchased (except for dependents) must attend this class. Participants will receive a certificate when the classes are completed. For the purposes of this program, the certificate is valid for one (1) year from the time of issuance. One on one classes will only be provided in emergency closing situations and at the discretion of the class provider*.

**An emergency closing is defined as a household that is contractually set to close the loan on the new home purchase prior to the final homebuyer class of the upcoming class session.*

Program Administration

Each year, through a consortium with Butler County, the City of Middletown receives HUD Home Investment Partnership (HOME) Program dollars to fund this program. Guideline updates and procedural changes are completed through the Community Revitalization Department. However, while the program is funded through the City of Middletown, it will be administered through Neighborhood Housing Services of Hamilton, Inc. (NHS).

Participating Lenders & Other Requirements

Purchasers may obtain mortgage financing through lenders of their choice. Property taxes and homeowners insurance must be escrowed. All purchaser(s) must have sufficient creditworthiness. This is left to the discretion of the mortgage lender.

This program is not applicable for cash purchases. Bank financing is required for the majority of the purchase price (at least 80%). Any other Federal, State, or Local assistance for the purchase may subject this program to decline or limited funding.

All first mortgages shall be fixed rate loans with no negative amortization, balloon payments, or adjustable rate features. Although the lender may use a non-occupant co-signer or guarantor to qualify for the bank loan, the non-occupant's income may **not** be utilized to help qualify for this down payment assistance.

Execution of a restrictive covenant shall be performed at closing and recorded at the Butler County Recorder's Office since this is a five (5) year forgivable loan. Purchaser(s) must remain in the premises as their primary residence for a period of

five (5) years. If the purchaser(s) sells prior to the expiration of the five (5) year period, they will be required by the City of Middletown to reimburse a prorated portion of the loan. If the property is foreclosed upon, or if the owner vacates/utilizes the property for rental purposes prior to the expiration of the five (5) year period, they will be required to move back in the property or owe the entire amount of assistance back to the City of Middletown.

The purchase price of the home may not exceed 95% of the median home value for the area as determined by HUD which as of 3/1/2015 95% is \$137,750 for a property located in Butler County and \$161,025 for a property located in Warren County.

HUD Housing Quality Standards (HQS)

Once a purchase contract has been executed and all initial documentation has been reviewed and approved by Neighborhood Housing Services of Hamilton, Inc., all residential properties shall be verified by the Middletown Community Revitalization Department as fully complying with HUD Housing Quality Standards (HQS), International Property Maintenance Code (IPMC), and all applicable local codes and ordinances. Any property that does not pass these requirements must have ALL the violations corrected **prior** to loan closing.

The City of Middletown reserves the right to deny down payment / closing cost assistance for any property.

Required Purchaser(s) Documentation

In order to streamline processing of applications, Neighborhood Housing Services of Hamilton, Inc. staff will require receipt of the following documents prior to the mandatory inspection by the City of Middletown of the property to be acquired.*

Required Documents:

- 1) Fully Executed Purchase Contract
- 2) Correct 1003 Loan Application
- 3) Income Documentation:
 - Signed Tax Returns (required)
 - W-2's (required)
 - Recent Paystubs (within 30 days) (required)
 - Employer Verification (If requested)
- 4) Correct Good Faith Estimate
- 5) Certificate of Completion – Home Buyer Education Classes
- 6) Signed Down Payment Assistance Application (enclosed)
- 7) Appraisal*
- 8) HUD Settlement statement*

- 10) Information on how to access the property (i.e. lockbox code, phone #, etc.)
- 11) Other documents as needed/requested

* Appraisal and Settlement statement are to be received prior to loan closing. Items 1 through 6 have to be submitted to the City of Middletown prior to authorizing the inspection of the property.

Contact Information

Administrator & Home Buyer Classes:

Neighborhood Housing Services of Hamilton, Inc.
100 South Martin Luther King Jr. Blvd
Hamilton, OH 45011
(513)737-9301

City of Middletown "Target Neighborhoods" website link and updated down payment assistance guidelines:

<http://www.cityofmiddletown.org/community/comdev.aspx>