



**CITY OF CLEVELAND HEIGHTS
HOUSING PRESERVATION OFFICE
40 Severance Circle
Cleveland Heights, Ohio 44118
DOWN PAYMENT ASSISTANCE PROGRAM LOAN APPLICATION**

ENTIRE APPLICATION MUST BE COMPLETED AND SIGNED WHERE REQUIRED

Amount of Down Payment Loan Requested \$ _____

Check one:

Single Family Home: \$10,000 Down payment Assistance Loan

Two Family Home: \$10,000 Down payment Assistance Loan

New Construction Single Family at Bluestone Development or East Derbyshire Project: \$20,000 Down payment Assistance Loan

APPLICANT(S) INFORMATION:

_____	_____	_____	_____	_____
Last Name	First	Int.	Social Security Number	Date of Birth
_____	_____	_____	_____	_____
Street	City		State	Zip
_____	_____		_____	_____
Home Telephone	Email Address			
_____	_____			
Last Name	First	Int.	Social Security Number	Date of Birth
_____	_____	_____	_____	_____
Street	City		State	Zip
_____	_____		_____	_____
Home Telephone	Email Address			
_____	_____			

List all persons who will live in the home being purchased.

Full Name (First and Last) <small>(use back for additional household members)</small>	Age	Annual Income	Relationship	Ethnicity* <small>(See page 2 for demographic category)</small>
		\$	Applicant	
		\$	Joint Applicant	
		\$		
		\$		
		\$		
		\$		
		\$		

**Demographic information is for statistical purposes and does not affect loan approval or denial.*

Borrower(s) Name(s): _____

DEMOGRAPHIC INFORMATION*

Use one of the categories listed below in the ethnicity column provided on page one for each household member.

Ethnicity:

- | | |
|------------------------------------|--------------------------------|
| White | Black/African American |
| Asian | American Indian/Alaskan Native |
| Hawaiian National/Pacific Islander | American Indian & White |
| Asian & White | Black & White |
| American Indian & Black | Other Multi-Racial |
| Asian/Pacific Islander | |

Female Headed Household: Yes ___/No ___

Hispanic/Latino: Yes ___/No ___

**Demographic information is for statistical purposes and does not affect loan approval or denial.*

PROPERTY INFORMATION

Address of home being purchased: _____

Street City Zip

Is this a single family home? Yes ___/No ___ Will all buyer(s) live in the home? Yes ___/No ___

Is the home occupied by the seller? Yes ___/No ___ Is the home vacant now? Yes ___/No ___

Was the home rented to or occupied by a tenant at any time in the past 90 days? Yes ___/No ___

Purchase Price \$ _____ Number of Bedrooms _____

Have all violations been corrected? Yes ___/No ___

ADDITIONAL REQUIRED INFORMATION:

Has any applicant or household member owned a home before? Yes ___/No ___

Is any applicant delinquent on any federal, state, or Cleveland Heights income taxes? Yes ___/No ___

Have the applicants completed both counseling and maintenance training? Yes ___/No ___

If not, what date will these programs be taken? _____

LEGAL INFORMATION:

List the names of the persons who will be on the deed: _____

List names and addresses of spouses of any person above they are not legally divorced from: _____

Borrower(s) Name(s): _____

HOUSEHOLD INCOME CERTIFICATION

INCOME FROM EMPLOYMENT (List all employment of all household members expected in the next 12 months)		
Applicant's Current Employer	Employer's Address	Phone
Position	Annual Gross Pay	
Joint Applicant or Other Household Member Employer	Employer's Address	Phone
Position	Annual Gross Pay	
Other Household Member Employer	Employer's Address	Phone
Position	Annual Gross Pay	

OTHER INCOME (List amount expected for the next 12 months.)		
<i>If you do not receive income from a source indicated, write the number 0 in the space.</i>		
<i>If you receive income from a source not listed, use the other income space.</i>		
<i>All income of all household members from all sources must be listed.</i>		
Child Support \$ _____	Soc. Security \$ _____	VA Benefits \$ _____
Disability \$ _____	T.A.N.F. \$ _____	Other Public \$ _____
Alimony \$ _____	Div. /Int. \$ _____	Pension \$ _____
Other \$ _____	Description: _____	
<i>Use back for additional information.</i>		

Please check boxes below to indicate how you heard about our program. Thank you.

Friend Relative Brochure Neighbor Internet

Agency (list name) _____

Advertisement Lender Other

Borrower(s) Name(s): _____

PROGRAM REQUIREMENTS: This application will not be processed until the following documents have been submitted to the City of Cleveland Heights - Housing Preservation Office:

1. Original City application, completed and signed in ink by all borrowers
2. Typed first mortgage application (must be signed)
3. Income verifications for two full years for all household members for all sources
4. Proof of pre-purchase & home maintenance counseling by City approved agency
5. Point of sale inspection report with list of violations (if applicable)
6. Re-inspection report showing violations have been corrected including paint repairs
7. Appraisal (first 2 or 3 pages through signature page only)
8. First mortgage commitment letter or automated approval
9. Preliminary HUD-1 settlement statement showing down payment loan amount
10. Escrow agent’s signed W-9 form

Rate, origination fee, broker fee, and points of the first mortgage must not be excessive for the type of mortgage obtained by the buyer: conventional, VA, or FHA. No balloon payment or prepayment penalty allowed.

Prior to approval, City of Cleveland Heights must be given access to the property to conduct a housing inspection and visual paint inspection. Inspection reports are for the sole use of the City of Cleveland Heights. Buyers are strongly encouraged to obtain a private housing inspection as indicated in your purchase agreement.

The Applicant and Joint Applicant understand and agree that they must pay at least 3.5% of the purchase price from their own funds and/or a bona fide gift. If the final settlement statement would show less than 3.5% paid from these sources, the City of Cleveland Heights – Housing Preservation Office cannot proceed with the Down Payment Assistance Program.

Lender Certification: The lender has explained the above requirements to the applicant(s).

Lender’s Authorized Signature

Date

By signing this application the Applicant(s) authorizes the Lender named to share copies of any necessary documents in their possession with the City of Cleveland Heights – Housing Preservation Office in order to expedite the processing of this loan application. Also, the signature(s) below gives the City of Cleveland Heights - Housing Preservation Office the authority to obtain credit report(s) and to verify all information contained in this application, by contacting any employer or other party named in the application.

***I/We have read and understand the pamphlet ”Protect Your Family From Lead in Your Home.”**

Available at the following internet link:

http://www.hud.gov/utilities/intercept.cfm?/offices/lead/library/enforcement/pyf_eng.pdf

Penalty For False Or Fraudulent Statement, U.S.C. Title 18, Sec. 1001 provides: “Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies ... or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both.”

Applicant Certification: I (we) understand and agree to the above.

Applicant Signature

Date

Joint Applicant Signature

Date