



## City of Plano / Community Services Division First Time Homebuyers Program Application

The City of Plano's First Time Homebuyers Program (FTHB) is provided with funds from the U.S. Department of Housing and Urban Development (HUD), through the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME).

The FTHB program provides financial assistance in the form of deferred payment loans that can be used for down payments and closing costs, to qualified first time buyers who wish to purchase a home in the City.

To apply for the down payment assistance, please complete the application, collect the listed documents, and call (972) 208-8150 to schedule a face-to-face interview.

### APPLICATION MUST BE SUBMITTED BY EMAIL TO:

[nopawna@plano.gov](mailto:nopawna@plano.gov)

Phone 972-208-8150

### EQUAL HOUSING OPPORTUNITY

---

**It is a criminal offense to make false statements or misrepresentations to any department or agency of the U.S. as to any matter within its jurisdiction.**

**(Section 1001 of Title 18, U.S. Code)**



# REQUIRED DOCUMENTS



Please collect the following documents for all household members\* and bring them to your face-to-face interview.

\* All household members include both related family members and all unrelated people.

1. Evidenced of HUD-approved housing counseling received (action plan or certificate);
2. Lender Pre-Qualification Letter;
3. Homebuyer Education Certificate. All applicant(s) are required to attend an 8-hours homeownership education class.
4. Last six (6) paycheck stubs (covering last 3 months) for each working member of the household;
5. Last two (2) years' income tax returns and W2's for every household member (provide the last 3 years' returns if self-employed);
6. Verification of any other sources of earned and unearned income for all family members (Social Security, SSI, TANF, unemployment, Medicaid, child support, alimony, retirement, food stamps, Section 8, worker's compensation, retirement benefits, VA benefits, rental income, etc.);
7. Last six (6) months bank statements on all accounts, including checking accounts, savings accounts, stocks, bonds, CDs, money market accounts, 401(k)s and retirement accounts of all household members. The statements must include all pages, the name(s) of the account owner(s), and all transactions occurring during the reporting period;
8. Twelve (12) most recent utilities statements or summary of charges with payments covering the same period (gas, electricity, water);
9. Social Security cards of all household members;
10. Photo identification for the applicant, co-applicant and all household members 18 years or older (Driver's license, passport, permanent resident cards, etc.);
11. Proof of citizenship for every member of the household (one of the following documents: birth certificate, permanent resident card, passport). Driver's license and social security card are not proof of citizenship;

**\*\*If applicable:**

\_\_\_\_ Copies of any debt owed not appearing on credit bureau reports

\_\_\_\_ Divorce decree, court ordered child support information, and attorney general's statement of payment

**NOTE: THIS INFORMATION WILL REMAIN CONFIDENTIAL, AND WILL BE USED SOLELY FOR THE PURPOSE OF ESTABLISHING ELIGIBILITY. DOCUMENTS ARE GOOD FOR ONLY SIX (6) MONTHS. THEREFORE, SOME DOCUMENTS MAY HAVE TO BE UPDATED IF YOU ARE IN THE PROCESS OF CLOSING. IF YOU HAVE NOT FOUND A HOME IN SIX MONTHS, YOUR FILE WILL BE CLOSED.**

# CITY OF PLANO FIRST TIME HOMEBUYERS PROGRAM

## SEQUENCE OF EVENTS

- Homebuyer must receive housing counseling by HUD approved agency. Thus, we ask that you start your home buying process by contacting a housing counseling agency first.
- All applicants and spouses must complete an 8-hour Homebuyer Education Class, so we recommend that applicants register for the Homebuyer Education class to determine if purchasing a home is the right option for the applicants.
- To apply for the First Time Homebuyers Program, the applicants must complete and sign an application, a policy statement, a general policy form, and a housing counseling agreement. An incomplete application and/or applications, without the required supporting documentation, will not be processed.
- The prospective applicants must have been pre-qualified by a lender prior to a face-to-face appointment with a Housing and Community Services Coordinator (Coordinator). Documentation of lender pre-qualification is required as part of the application submittal documents.
- After completing an application and pre-qualification by a lender, please call 972-208-8150 to schedule a face-to-face appointment with a Coordinator. The appointment may last up to 2.5 hours, and is normally scheduled between 8:30 am to 3:00 pm.
- The Coordinator will determine eligibility and inform the applicant. Approvals are valid for 5 months from the date of the application.
- Once the applicant is under contract on a particular property, a copy of the contract shall be provided to the Coordinator.
- The Coordinator will provide a letter of eligibility to the mortgage lending institution and request a copy of the loan documents.
- An eligible property must meet the City of Plano's minimum standards for "decent, safe, sanitary" and be in good repair condition, as certified by a Project Coordinator. Required lead inspection or testing will be conducted for all potentially assisted properties built prior to 1978. If peeling or cracked paint is found to exceed HUD's lead limits, a lead risk assessor will test the home for lead after obtaining permission from the homeowner. If lead is found, it must be removed according to HUD regulations before funding will be granted. The property is also subject to HUD environmental review requirements that will be completed by a Project Coordinator.
- The mortgage and title companies should alert the Coordinator when closing will occur.
- The title company will fax the Coordinator the note and deed of trust from the first lien holder, the wiring instructions, the Schedule A of the title commitment, and the closing settlement statement.
- The Coordinator will then determine the grant amount, send closing documents, and wire funds to the title company.

# City of Plano First Time Homebuyers Program Policy Statement

## Qualifying Criteria:

- A. The applicant(s) must be a first time homebuyer [defined as not having owned a home within the last three (3) years], or a displaced homemaker who previously owned a home with a spouse or lived in a home owned by the spouse, and is receiving no equity or homeownership rights. A mobile home is considered a home.
- B. The applicant(s) must have a total household income at or below 80% of Dallas area median income (based on total household gross income) and provides written verification of income. Income from every resident will be used for determining eligibility, including non-mortgagors (those not on the mortgage). Income will be calculated using the Annual Income Method described in Title 24, Part 5 of the Code of Federal Regulations. The income will be calculated from pay stubs, recurring overtime, bonuses, social security, disability, child support, additionally, annual interest of 0.06% of total cash assets will be included.

**Current HUD Income Limits: effective July 1, 2020**

Family Size	1-person	2-person	3-person	4-person	5-person	6-person	7-person	8-person
Income Limits	\$48,300	\$55,200	\$62,100	\$68,950	\$74,500	\$80,000	\$85,500	\$91,050

\*Income Limits are subject to change at any time.

- C. All applicants must be U.S. citizens or permanent legal residents. Documentation of residency or citizenship for all household members are required as part of the application, including current government-issued photo identification from the applicant and the co-applicant. The Residency Verification forms must be completed and all necessary documents provided. The Patriot Act form must be completed and a Watch List Report pulled. No member of the household will appear on the OFAC Patriot Act or Watch List.
- D. **Prior to the application**, the applicants must be pre-qualified for a home loan that conforms to City requirements. A pre-qualification letter is required as part of the application submittal documents.
- E. **Prior to the application**, the applicant(s) and spouse(s) must receive housing counseling by a HUD-approved counseling agency as evidenced by a Certificate/letter of completion. Acceptable housing counseling session includes in-person, phone, and or internet. The counseling certification valid for 6 months.

1) Content of housing counseling must include:

- i) Analysis of client's financial situation, including

- i. a review of the client's income, expenses, spending habits and use of credit;
- ii. a comparative analysis of renting versus owning, given the client's financial situation;
- iii. the establishment of a household budget the client can afford; and
- iv. development of an action plan to help the client become "mortgage ready".

2) Decision to purchase a home, including budgeting, credit, assessing homeownership readiness; shopping for a home; and sale or other disposition of home.

- F. All applicants and spouses complete an 8-hour Homebuyer Education Class held by the City of Plano or by a HUD-approved counseling agency as evidenced by a Certificate/Letter of Completion. Internet courses and/or videotapes for individual viewing cannot be substituted for class attendance. The homebuyer education completion certification is valid for one year.
- G. Completed applications, along with all required documentation, will be reviewed at a *required* face-to-face meeting with a HCSC. Applications with missing or incomplete required supporting documentation will not be processed.
- H. The applicant(s) may not have cash assets or cash available in excess of \$30,000. This includes liquidation of 401(k)s, and funds from sale of personal property. Retirement funds are not included.
- I. The Homebuyer(s) whose name appears as the owner(s) of the property on the Deed of Trust, and their spouse, must have a minimum credit score of 620 to qualify. Spouse and/or co-borrowers without a credit score may be eligible providing that non-traditional credit history (minimum of 3 creditors) can be verified and have no more than two 30-day late payments in the previous 12 months. Any judgments against the homebuyer must be paid off. Any bankruptcy must have been discharged for at least two (2) years and good credit re-established.
- J. The debt ratios of the homebuyers with credit scores between 620 to 699 and/or homebuyer(s) with a spouse and/or co-borrower without a credit score should not exceed 30% on the front end and 40% on the back end of gross monthly income. Homebuyers with a credit score of 700 or higher may increase their debt ratio up to 36% on the front end and 45% on the back end of the gross monthly income, but must have a 3-month cash reserve. Assistance provided cannot result in the homebuyer's front-end ratio of less than 20% of gross monthly income. Ratios are determined by the mortgage lender prior to closing.
- K. The homebuyer(s) must be approved under an in-house underwriting process, including but not limited to; credit history, financial capacity, capital, employment stability, etc.
- L. The homebuyer(s) must provide evidence that they have cash reserves that equal or exceed one month of total house payment prior to closing.
- M. While the applicants are not required to live in the city of Plano at the time of the application, the home must be located in Plano, Texas. The maximum sales price is HUD's HOME maximum value. The home may be new or pre-owned, attached (no more than four (4) units attached), detached, fee simple ownership, condominium, or cooperative ownership. It may not be purchased on a contract for deed or rent-to-own.



# City of Plano's First Time Homebuyers Program

## General Requirements

- A. **Options:** In order to increase housing choices for low to moderate income Households, the FTHB program allows eligible, qualified applicants the opportunity to receive financial assistance in the form of an Direct Subsidy. There are two options of assistance:
1. Community Development Block Grant (CDBG) funding, in the amount not to exceed \$10,000, 0% interest (0% APR), deferred, forgivable loan, second lien position with a 5 year affordability period;
  2. HOME Investment Partnerships Program (HOME) funding, in the amount not to exceed \$55,000, 0% interest (0% APR), 15 year deferred-forgivable loan, with a 30 year shared equity agreement.
- B. **Minimum homebuyer(s) contribution:** *homebuyer(s) must contribute a minimum of \$1,000 toward the down payment or pay for closing costs.* Earnest will be considered the homebuyer's contribution to a down payment. Additionally, for CDBG funding, the homebuyer will be responsible for paying one-half of the down payment. Gift funds can be used to meet this \$1,000 minimum contribution requirements, however, the homebuyer(s) must contribute a minimum of \$500 from their own funds.
- C. Homebuyer(s) will be eligible for only one first time homebuyer loan in their lifetime. This applies, regardless if the first home was sold and the homebuyer did not own a home within a 3-year period, and regardless if the family dynamics have changed.
- D. **Responsible Lending Standards:** For the homebuyer's protection, the loan type and terms must meet the following:
1. Fixed-Rate Loans: VA, FHA, and Conventional are all eligible;
  2. 30 years maximum loan term;
  3. A loan with non-occupying borrower (co-signer) is ineligible;
  4. Adjustable rate mortgages are not allowed;
  5. No no-income, no-asset loans and negative amortization loans are allowed;
  6. "Interest only loans" are not allowed;
  7. Multiple loans (example 80/20) are not allowed;
  8. Stated income loans are not allowed;

9. Loan with prepayment penalties are not allowed;
10. Interest rate is restricted to no more than 1.0% above "A paper" market rate for the same loan program;
11. Settlement costs must be customary and reasonable and are not to exceed 4.25% of the sales price unless an exception is approved. The 4.25% includes loan fees paid at closing, pre-pays, escrows, and title company charges, but DOES NOT include discount points, financed mortgage insurance, or costs paid by the lender or seller.

Exception: If the higher closing cost is due to discount points paid to lower higher interest rate, the homebuyer(s) must pay 100% of the costs occurred to buydown the rate; and

12. The City underwriter has the right to deny funding if, in their professional opinion, the buyer's current financial position represents too much of a credit risk, or that the first lien program is not in the best interest of the buyer.

- E. **For CDBG funding**, the homebuyer(s) will be responsible for paying one-half of the down payment. The City will provide down payment and closing cost assistance of the amount not to exceed \$10,000. The Homebuyer is expected to reside in the home for 5 years. The loan (assistance amount) is payable for a 5-year period, bearing no interest, and payable in five equal annual installments. However, each full year the Homebuyer occupies the Property as their principal residence and complies fully with the terms of the Deed of Trust, that payment of the principal amount is waived or forgiven. The loan (remaining outstanding principal amount) will be due and payable if, prior to 5 years, the Homebuyer moves out, sells, leases, refinances (cash-out), obtains equity loan, transfers title, or violates a term of the Note.
- F. **For HOME funding**, the homebuyer(s) with Household's income at or below 60% of area median come will be eligible to receive up to \$55,000 of down payment and closing cost assistance (Subsidy). Homebuyers with Household income above 60% but less than 80% of area median income will be eligible to receive up to \$45,000 of the Subsidy. Subsidy will be forgiven should the Homebuyer live in the home as their primary residence and complies with the terms of the Note for 15 years. However, prior to the 15th year, if the Homebuyer moves out, sells, leases, refinances (cash-out), obtains equity loan, transfers title, or violates a term of the Note, the Homebuyer must pay back the entire amount of assistance plus shared equity as specified in the equity sharing agreement.
- G. **Under this HOME funding**, although the Subsidy is forgiven after 15 years, the shared equity remains for 30 years and is forgiven after 30 years. The Shared Equity is calculated and owed to the City, if prior to the 30-year term, the Homebuyers no longer use the home as their primary residence, sell, lease, refinance (cash-out), obtain equity loan, transfer title, or violate a term of the Real Estate Lien Note. The Shared Equity is forgiven when the full 30-year term is met.
- H. In order for a property to be eligible for the FTHB Program, the home must be decent, safe, sanitary, in good repair, and meet the City of Plano's minimum housing standards and all applicable codes as certified by an inspection conducted by the City of Plano's Community Services Project Coordinators.

- I. Houses built prior to January 1, 1978 are subject to an inspection to determine if the deteriorated paint exists. If the amount of deteriorated paint is greater than HUD's de minimis standards, samples will be sent to a lab for analysis. If the paint is determined to contain lead above HUD's level of concern, the City will not be able to provide any financial assistance, unless paint stabilization of deteriorated surfaces is performed. The stabilization must be completed by an individual or company trained and certified in Lead Safe work practices. No assistance will be provided until the house successfully passes a clearance test performed by a certified lead risk assessor.
- J. At closing, a second lien promissory note, deed of trust, and equity sharing agreement must be signed by the applicant. This lien will be subordinate to the lender's lien on the property. The City will not accept less than second lien position.
- K. **Refinance:** During the affordability period, borrower(s) may refinance the existing first mortgage to lower the interest rate and/or lower monthly payment. Cash-out refinance for debt consolidation, or for any other purposes than lower the existing interest rate and/or lower monthly payment is not eligible.

In the event of property transfer through the sale of property, the City allows the seller to sell to any willing buyer at any price. Once the HOME funds and shared equity are repaid, the property is no longer subject to any HOME restrictions.

**I have read and accepted the terms of the General Requirements.**

Applicant's Signature	Date	Applicant's Signature	Date
-----------------------	------	-----------------------	------





**FIRST TIME HOMEBUYERS PROGRAM  
NOTICE OF PENALTIES FOR MAKING FALSE OR MISLEADING STATEMENTS**

Applicant(s)Name:

Current Address:

**WARNING:**

Intentionally, or knowingly making a materially false or misleading statement to obtain property or credit, including, but not limited to, a mortgage loan, is a violation of Section 32.32, of the Texas Penal Code, and depending on the amount of the loan or value of the property, is punishable by imprisonment for a term of 2 years to 99 years, and a fine not to exceed \$10,000.

I/we the undersigned home loan applicant(s), represent that I/we have received, read, and understand this notice of penalties for making a materially false or misleading written statement to obtain a home loan.

I/we represent that all statements and representations contained in my/our written FT HB application, including statements or representations regarding my/our **identity, employment, annual income, and intent to occupy the residential real property** secured by the home loan, are true and correct.

_____	_____	_____	_____
Applicant	Date	Co-Applicant	Date

THE STATE OF TEXAS §

§

ACKNOWLEDGMENT

COUNTY OF COLLIN §

§

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_,

By \_\_\_\_\_ :

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Texas

# FIRST TIME HOMEBUYER APPLICATION

Please complete the application THOROUGHLY and ACCURATELY. Failure to provide complete and accurate information may result in denial of assistance.

## I. Applicant Information

<b>Name:</b> (First/Last/Middle)			
<b>Social Security Number:</b>		<b>Date of Birth:</b>	
<b>Current Address:</b>		<b>State:</b>	<b>Zip:</b>
<b>Mailing Address (if different):</b>			
<b>Work Phone:</b>		<b>Cell Phone:</b>	
<b>Email:</b>		<b>Gender:</b>	<b>Male      Female</b>
<b>Marital Status:</b>	<b>Single</b>	<b>Married</b>	<b>Widowed      Divorced</b>
<b>Are you a:</b>	<b>U.S. Citizen</b>	<b>Permanent Resident</b>	
<b> </b>			
<b>Name:</b> (First/Last/Middle)			
<b>Social Security Number:</b>		<b>Date of Birth:</b>	
<b>Current Address:</b>		<b>State:</b>	<b>Zip:</b>
<b>Mailing Address (if different):</b>			
<b>Work Phone:</b>		<b>Cell Phone:</b>	
<b>Email:</b>		<b>Gender:</b>	<b>Male      Female</b>
<b>Marital Status:</b>	<b>Single</b>	<b>Married</b>	<b>Widowed      Divorced</b>
<b>Are you a:</b>	<b>U.S. Citizen</b>	<b>Permanent Resident</b>	

## II. Household Composition

List everyone who will be living in the house other than the applicants listed prior.

<b>Legal Name</b>	<b>Sex (M/F)</b>	<b>Date of Birth</b>	<b>Age</b>	<b>Social Security #</b>	<b>Relation to Applicants</b>

### III. Employment Information

List all employers of anyone who will be occupying the home, including children. Income of all persons living in the home will be considered, including those not listed on the mortgage.

<b>Applicant</b>			
Name of Employer:			Self Employed
Address of Employer:			
Position/Title/Type of Business:			
Business Phone Number:			
Estimated Gross Monthly Income:		Number of Years with Employer:	
HR Contact Number:		HR Email:	
<i>If employed in current position for less than 6 months <u>OR</u> have more than one employment, please complete the following:</i>			
	Previous Employment	Current Employment	N/A
Name of Previous Employer:			Self Employed
Address of Employer:			
Position/Title/Type of Business:			
Business Phone Number:			
Monthly Income:		Number of Years with Employer:	
Employment Dates (from – to)			
HR Contact Number:		HR Email:	
<b>Co Applicant / Spouse</b>			
Name of Employer:			Self Employed
Address of Employer:			
Position/Title/Type of Business:			
Business Phone Number:			
Estimated Gross Monthly Income:		Number of Years with Employer:	
HR Contact Number:		HR Email:	
<i>If employed in current position for less than 6 months <u>OR</u> have more than one employment, please complete the following:</i>			
	Previous Employment	Current Employment	N/A
Name of Previous Employer:			Self Employed
Address of Employer:			
Position/Title/Type of Business:			
Business Phone Number:			
Monthly Income:		Number of Years with Employer:	
Employment Dates (from – to)			
HR Contact Number:		HR Email:	

#### IV. Combined Gross Monthly Income

List all persons (children and adults) living in the home, along with their gross income.

<b>Name:</b>					
<b>Age:</b>					
<b>Base Employment Income</b>	\$	\$	\$	\$	\$
<b>Overtime</b>	\$	\$	\$	\$	\$
<b>Commission</b>	\$	\$	\$	\$	\$
<b>Child Support/Alimony</b>	\$	\$	\$	\$	\$
<b>Social Security Benefits</b>	\$	\$	\$	\$	\$
<b>Veteran's/Retirement Benefits</b>	\$	\$	\$	\$	\$
<b>Stock/Dividends/Interest</b>	\$	\$	\$	\$	\$
<b>Business <u>Net</u> Monthly Income</b>	\$	\$	\$	\$	\$
<b>Other/Bonus</b>	\$	\$	\$	\$	\$

List all bank accounts and assets information of All Household Members

#### Checking Accounts and Saving Accounts:

Account Name (Holder)	Account Number	Account Balance	Type of Account (Saving/Checking)
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

#### Retirements and Other Assets including CDs, IRAs:

Account Name (Holder)	Account Number	Account Balance	Type of Account (401K/IRAs/CDs/Other)
		\$	
		\$	
		\$	

## V. Combined Monthly Expenses

<b>Current Monthly Rent</b>	\$
<b>Rental Insurance</b>	\$
<b>Monthly Water Bill</b>	\$
<b>Monthly Gas Bill</b>	\$
<b>Monthly Electricity Bill</b>	\$
<b>Auto Loans</b>	\$
<b>Auto Insurance</b>	\$
<b>Gasoline and other automotive expenses</b>	\$
<b>Child Support Payment</b>	\$
<b>Childcare</b>	\$
<b>Minimum Monthly Payments of all Credit Cards</b>	\$
<b>Medication &amp; Prescriptions (copay and etc.)</b>	\$
<b>Monthly Groceries Expenses</b>	\$
<b>Restaurants/ Eating out</b>	\$
<b>Student Loans</b>	\$
<b>Cable</b>	\$
<b>Internet</b>	\$
<b>Phone/ Cellphone Bills</b>	\$
<b>Other monthly subscriptions</b>	\$
<b>Other:</b>	\$
<b>Total Monthly Expenses:</b>	\$

## VI. Declarations

	Applicant		Co-Applicant	
	YES	NO	YES	NO
a. Are there any outstanding judgments against you?				
b. Have you been declared bankrupt within the past 7 years?				
c. Have you had property foreclosed upon or given title or deed in lieu thereof in the last 7 years?				
d. Are you a party to a lawsuit?				
e. Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of the lieu of foreclosure, or judgment? (This would include such loans as home mortgage loans, SBA loans, home improvement loans, educational loans, manufactured (mobile) home loans, any mortgage, financial obligation, bond, or loan guarantee. If "Yes," provide details, including date, name, and address of Lender, FHA or VA case number, if any, and reasons for the action.)				
f. Are you presently delinquent or in default on any federal debt (including income taxes and federal student loans) or any other loan, mortgage, financial obligation, bond, or loan guarantee?				
g. Are you obligated to pay alimony, child support, or separate maintenance? If yes, amount \$_____				
h. Is any part of the down payment borrowed? (other than FTHB program)				
i. Are you a co-maker or endorser on a note?				
j. Are you a U.S. citizen?				
k. Are you a permanent resident alien?				
<b>l. Do you intend to occupy the property as your primary residence? If "Yes", complete question m. below:</b>				
m. Have you had an ownership interest in a property in the last three years?				
(1) What type of property did you own – principle residence (PR), Second home (SH), or investment property (IP)?				
(2) How did you hold title to the home – by yourself (S), jointly with your spouse (SP), or jointly with another person (O)?				

**If you answered "Yes" to any questions a. through i., please use the blank space below for explanation:**

---



---



---



---



---



## VIII. Certifications

### Applicant Certification:

The applicant certifies that all information provided in this application for the purpose of obtaining a loan is true and correct as of the date set forth opposite my signature and that any intentional or negligent misrepresentation of this information contained in this application is a Federal crime punishable by fine or imprisonment, or both. The applicant also understands that incomplete, incorrect, or false information on the application and provided documents are grounds for denial or termination of the assistance.

(APPLICANT'S INITIALS REQUIRED) \_\_\_\_\_

The loan requested pursuant to this application will be secured by a deed of trust on the property purchased using the down payment assistance through the City of Plano's First Time Homebuyers Program.

(APPLICANT'S INITIALS REQUIRED) \_\_\_\_\_

### Penalty for False or Fraudulent Statement:

I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 18, United States Code, Section 1001, et seq.

I/We understand that the U.S.C. Title 18, Part I, Chapter 47, Sec. 1001, provides that: "...whoever, in any matter within the jurisdiction of any department or agency of the Government of the United States, knowingly and willfully falsifies...or makes any fictitious or fraudulent statements of representation, or makes or uses a false writing or documents knowing that same to contain false, fictitious, or fraudulent statement or entry, shall be fined under this title, imprisoned not more than 5 years..."

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**Name:** \_\_\_\_\_

\_\_\_\_\_  
**Co-Applicant's Signature**

\_\_\_\_\_  
**Date**

**Name:** \_\_\_\_\_

## IX. Credit Report Authorization and Privacy Disclosure Form

I/We hereby authorize and instruct the City of Plano to order a consumer credit report and verify other credit information. My credit report will be obtained from a credit-reporting agency chosen by the City of Plano. I understand and agree that the City of Plano intends to use the credit report for evaluating my financial readiness to purchase a home and to qualify for the First Time Homebuyers program. It is understood that a photocopy of this form also will serve as authorization.

I/We hereby authorize the City of Plano to verify my/our information with the Credit Alert Verification Reporting System (CAIVRS). CAIVRS Authorization is used to access CAIVRS and determine if a potential borrower has a Federal debt that is currently in default or foreclosure or has had a claim paid by the reporting agency within the last three years. Federally approved lenders must use CAIVRS to pre-screen all applicants for Federally insured loans, except for FHA streamline refinance cases. CAIVRS provides up to ten sets of information for each borrower. A unique Authorization Number is issued each time a borrower is checked in CAIVRS (this is also referred to as the Confirmation Code). This number is entered by the lender (underwriter) on the Mortgage Credit Analysis Worksheet, form HUD-92900-PUR (or form HUD-92900-WS).

My/Our signature(s) below also authorizes the City of Plano to release to credit reporting agencies and/or Federal/State agencies a copy of the undersigned's application, including financial information, income, assets, liabilities, employment and other information that the applicants have provided to the city in connection with the application to participate in the Program.

In connection with determining my ability to obtain a mortgage or any other affordable housing loan,

I authorize  I do not authorize

the City of Plano to share with potential mortgage lenders and/or counseling agencies my credit report and/or any information I have provided including any computations and assessments that have been produced based upon such information. Such lenders and counseling agencies may contact me to discuss home loans and counseling services for which I may be eligible.

I/We understand that I/we may revoke my/our consent to these disclosures by notifying the City of Plano in writing.

Signature: \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Co-Applicant's Name: \_\_\_\_\_

Last 4 digits of SS #: \_\_\_\_\_

Last 4 digits of SS #: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## PRIMARY RESIDENCY

To be eligible for this homeownership financial assistance through the City of Plano, I/We understand that this property must be used as my/our primary residence for the term of the loan. If I/we sell or vacate the property during that affordability period, I/we understand that the existing balance is due and payable immediately.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date

## NON-USE OF LEAD-BASED PAINT

I/We, the undersigned proposed home purchaser, hereby certify that I/we have received a copy of the EPA brochure titled "Lead-Safe Certified Guide to Renovate Right".

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date

# HOUSING COUNSELING DISCLOSURE

## **Purpose of Housing Counseling.**

I/We understand that the purpose of the housing counseling program is to provide one-on-one counseling to help customers address those problems that prevent affordable mortgage financing. I understand that the counselor will analyze my/our financial and credit situation, identify those barriers preventing me/us from obtaining affordable mortgage financing, and develop a plan to remove those barriers.

When applicable, the counselor will also provide assistance in debt-load management with the preparation of a monthly and manageable budget plan. I/We further understand that it will not be the responsibility of the counselor to repair the problem for me/us but rather to provide guidance and education to empower me/ us in repairing those issues preventing affordable mortgage financing.

## **Mortgage Financing Assistance**

Upon completion of the housing counseling program, I/we understand that the counselor can help to identify those loan programs that suits my/our needs. Upon completion of the program, and with my/ our permission, my/our customer information will be transferred to my/our selected lender. I/We understand that the counselor will monitor my/our loan progress to ensure the loan process runs smoothly and provide assistance as needed. I/We understand that the counseling agency does not guarantee that I/we will receive mortgage financing from the chosen lender.

## **Homeownership Education Classes**

I/We understand that as part of the housing counseling program, I/we will be required to attend homeownership class offered by the City of Plano or an 8 hour homeownership education classes offered by a HUD approved housing agency.

## **Applicant's Responsibility**

I/We understand that it is our responsibility to work in conjunction with the counseling process and that failure to cooperate will result in the discontinuation of my counseling program. I/We understand that I/we are not obligated to receive, purchase, or utilize any other services offered by the housing counseling agency, or its exclusive partners, in order to receive housing counseling services.

---

Signature of Applicant

---

Signature of Co-Applicant

## FIRST TIME HOMEBUYER CLASSES

1. **Classes are mandatory for all down payment assistance applicants.** To attend, you must register online at [Plano.gov/650/First-Time-Homebuyers-Program](http://Plano.gov/650/First-Time-Homebuyers-Program). If special language needs are required, please contact 972-208-8150. All applicants and their spouses must attend the class even if they are not listed on the mortgage. **Please do not bring children.**
2. Classes are normally held on the third Saturday of each month. Please visit the website for more information. Class begins at 8:30 A.M. and concludes at 4:30 P.M. You should arrive by 8:15 A.M. **You will not receive a certificate if you come in after the instruction begins.**
3. Sponsors are sought to pay for all materials. If a sponsor is not found for the class, there could be a charge for the instruction booklet.
4. Lunch will be a “working” lunch, so there will not be time to leave the building. Lunch is typically provided by a class sponsor. You will be notified, prior to the class, if you will be responsible for lunch.
5. A certificate of completion will be given out after the class.
6. Professional mortgage loan officers and realtors will be in attendance. Any business relationship will be at your discretion.

---

**Applicant**

**Date**

---

**Co-Applicant**

**Date**



## Community Services Residency Verification

### Section 1. Applicant Information and Verification. To be completed and signed by applicant.

Print Name: Last	First	Middle Initial	Maiden Name:
Address: (Street Name and Number)		Apt. #:	Date of Birth: (month/day/year)
City	State	Zip Code	Social Security #:
I attest, under penalty of perjury, that I am (check one of the following):		<b>Regulations governing this program do not allow non-resident or undocumented aliens to receive housing assistance, pursuant to 42 USCA §1436a</b>	
<input type="checkbox"/> 1. A citizen or National of the United States  <input type="checkbox"/> 2. A lawful Temporary or Permanent Resident or his/her spouse or child (Alien or Admission # _____)  <input type="checkbox"/> 3. A nonresident or undocumented alien		If I have checked the box at the left as a Temporary or Permanent Resident or his/her spouse or child, I attest, under penalty of perjury, that I have abandoned, or am abandoning, my residency in any foreign country, that I do not intend to join my spouse or parent in any foreign country, and that I am not a student.	
Applicant's Signature:			Date: (month, day, year)

### Section 2. Review and Verification. To be completed and signed by City. Complete the following section identifying forms of documentation examined as proof of residency.

1. Citizen of National of the United States: <input type="checkbox"/> Social Security Card #: _____ <input type="checkbox"/> Birth Certificate County: _____ State: _____ <input type="checkbox"/> U.S. Passport # _____ <input type="checkbox"/> Certificate of Naturalization #: _____ <input type="checkbox"/> Other: _____	2. Temporary or Permanent Resident, his/her spouse or child: <input type="checkbox"/> Social Security Card #: _____ <input type="checkbox"/> U.S. Passport #: _____ <input type="checkbox"/> Resident Alien Card #: _____ <input type="checkbox"/> Alien Registration Card #: _____ <input type="checkbox"/> Other: _____ Alien File #: _____	
CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named applicant that the above-listed document(s) appears to be genuine and to relate to the applicant name, and that to the best of my knowledge, the applicant is eligible to receive housing assistance through the program applied under.		
Signature of City Representative:	Print Name:	Title:
Business or Organization Name: <b>CITY OF PLANO, TEXAS</b>	Date:	

**Section 3. Verification with Immigration and Naturalization Service.** To be completed by City representative or employee.

Date Residency Verified:	Verification Method: <input type="checkbox"/> SAVE <input type="checkbox"/> Other: _____	Verified by: Name: _____ Title: _____
--------------------------	---	---

City of Plano, Texas  
 Community Services

Residency Verification

**INSTRUCTIONS**

**Section 1 - Applicant.** Complete entire section, and attest to citizenship/residency. Provide original documents supporting residency status.

**Sections 2 and 3 - City Employee/Representative.** Complete Section 2 by examining evidence of identity and completing documentation. Verify residency following the guidelines set out below. City employee/representative must sign and date the certification. Applicants must present original documents.

A. Section 1, Box 1. If **Box 1 of Section 1 is checked** declaring that the individual is a citizen or national of the United States, the City employee/representative may request verification of the declaration by requiring presentation of documentation that is considered appropriate, including a United States passport, resident alien card, alien registration card, social security card, or other documentation.

B. Section 1, Box 2. If **Box 2 of Section 1 is checked** declaring that the individual is not a citizen or national of the United States and the declarant is younger than 62 years of age, the declaration will be verified by the Immigration and Naturalization Service (INS). The declarant must present alien registration documentation or other proof of immigration registration from the INS that contains the individual's alien admission number or alien file number (or numbers if the individual has more than one number), or such other documents as the City employee/representative determines constitutes reasonable evidence indicating a satisfactory immigration status.

C. Section 1, Box 3. If **Box 3 of Section 1 is checked** declaring that the individual is a nonresident or undocumented alien, the applicant is not qualified for Federal housing assistance.

D. Verification: When the required documentation is presented pursuant to paragraph B above, the City employee/representative will utilize the alien admission number to verify with the INS the individual's immigration status through an automated or other system.

E. Delay: If applicant has completed the declaration, but is unable to present the required document(s) under section B above, or if the applicant's documentation cannot be verified by the INS, the applicant will be allowed 30 days to submit the applicable evidence indicating a satisfactory immigration status or to appeal to the INS the verification determination of the INS. An application for assistance may not be denied on the basis of immigration status until the expiration of that 30-day period.

In the event an appeal is made to the INS with respect to the verification determination of the INS, the City employee/representative will transmit to the INS photostatic or other similar copies of such documents or additional information for official verification. Pending such verification or appeal, the City employee/representative may not deny the application for assistance on the basis of immigration status of applicant.

F. Denial: If the City employee/representative determines, after complying with the requirements of paragraphs D and E above, that the individual is not in a satisfactory immigration status, the City employee/representative will:

- 1) Deny the application of that individual for financial assistance or terminate the eligibility of that individual for financial assistance, as applicable;
- 2) Provide that the individual may request a fair hearing during the 30-day period beginning upon receipt of the under subparagraph (3) below; and
- 3) Provide to the individual written notice of the determination under this paragraph, the right to a fair hearing process, and the time limitation for requesting a hearing.

**Section 1. Applicant Information and Verification.** To be completed and signed by applicant.

Print Name: Last	First	Middle Initial	Maiden Name:
Address: (Street Name and Number)		Apt. #:	Date of Birth: (month/day/year)
City	State	Zip Code	Social Security #:
I attest, under penalty of perjury, that I am (check one of the following):  <input type="checkbox"/> 1.A citizen or National of the United States  <input type="checkbox"/> 2.A lawful Temporary or Permanent Resident or his/her spouse or child (Alien or Admission # _____)  3. <input type="checkbox"/> A nonresident or undocumented alien		<b>Regulations governing this program do not allow non-resident or undocumented aliens to receive housing assistance, pursuant to 42 USCA §1436a</b>  If I have checked the box at the left as a Temporary or Permanent Resident or his/her spouse or child, I attest, under penalty of perjury, that I have abandoned, or am abandoning, my residency in any foreign country, that I do not intend to join my spouse or parent in any foreign country, and that I am not a student.	
Applicant's Signature:			Date: (month, day, year)

**Section 2. Review and Verification.** To be completed and signed by City. Complete the following section identifying forms of documentation examined as proof of residency.

1. Citizen of National of the United States:  <input type="checkbox"/> Social Security Card #: _____  <input type="checkbox"/> Birth Certificate County: _____ State: _____  <input type="checkbox"/> U.S. Passport # _____  <input type="checkbox"/> Certificate of Naturalization #: _____  <input type="checkbox"/> Other: _____	2. Temporary or Permanent Resident, his/her spouse or child:  <input type="checkbox"/> Social Security Card #: _____  <input type="checkbox"/> U.S. Passport #: _____  <input type="checkbox"/> Resident Alien Card #: _____  <input type="checkbox"/> Alien Registration Card #: _____  <input type="checkbox"/> Other: _____  Alien File #: _____	
CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named applicant that the above-listed document(s) appears to be genuine and to relate to the applicant name, and that to the best of my knowledge, the applicant is eligible to receive housing assistance through the program applied under.		
Signature of City Representative:	Print Name:	Title:
Business or Organization Name: <b>CITY OF PLANO, TEXAS</b>		Date:

**Section 3. Verification with Immigration and Naturalization Service.** To be completed by City representative or employee.

Date Residency Verified:	Verification Method: <input type="checkbox"/> SAVE <input type="checkbox"/> Other: _____	Verified by: Name: _____ Title: _____
--------------------------	---	---

**City of Plano, Texas  
Community Services**

**Residency Verification**

**INSTRUCTIONS**

**Section 1 - Applicant.** Complete entire section, and attest to citizenship/residency. Provide original documents supporting residency status.

**Sections 2 and 3 - City Employee/Representative.** Complete Section 2 by examining evidence of identity and completing documentation. Verify residency following the guidelines set out below. City employee/representative must sign and date the certification. Applicants must present original documents.

A. Section 1, Box 1. **If Box 1 of Section 1 is checked** declaring that the individual is a citizen or national of the United States, the City employee/representative may request verification of the declaration by requiring presentation of documentation that is considered appropriate, including a United States passport, resident alien card, alien registration card, social security card, or other documentation.

nonresident or undocumented alien, the applicant is not qualified for Federal housing assistance.

B. Section 1, Box 2. **If Box 2 of Section 1 is checked** declaring that the individual is not a citizen or national of the United States and the declarant is younger than 62 years of age, the declaration will be verified by the Immigration and Naturalization Service (INS). The declarant must present alien registration documentation or other proof of immigration registration from the INS that contains the individual's alien admission number or alien file number (or numbers if the individual has more than one number), or such other documents as the City employee/representative determines constitutes reasonable evidence indicating a satisfactory immigration status.

D. Verification: When the required documentation is presented pursuant to paragraph B above, the City employee/representative will utilize the alien admission number to verify with the INS the individual's immigration status through an automated or other system.

C. Section 1, Box 3. **If Box 3 of Section 1 is checked** declaring that the individual is a

E. Delay: If applicant has completed the declaration, but is unable to present the required document(s) under section B above, or if the applicant's documentation cannot be verified by the INS, the applicant will be allowed 30 days to submit the applicable evidence indicating a satisfactory immigration status of to appeal to the INS the verification determination of the INS. An application for assistance may not be denied on the basis of immigration status until the expiration of that 30-day period.

In the event an appeal is made to the INS with respect to the verification determination of the INS, the City employee/representative will transmit to the INS photostatic or other similar copies of such documents or additional

information for official verification. Pending such verification or appeal, the City employee/representative may not deny the application for assistance on the basis of immigration status of applicant.

F. Denial: If the City employee/representative determines, after complying with the requirements of paragraphs D and E above, that the individual is not in a satisfactory immigration status, the City employee/representative will:

- i. Deny the application of that individual for financial assistance or terminate the eligibility of that individual for financial assistance, as applicable;
- ii. Provide that the individual may request a fair hearing during the 30-day period beginning upon receipt of the under subparagraph (3) below; and
- iii. Provide to the individual written notice of the determination under this paragraph, the right to a fair hearing process, and the time limitation for requesting a hearing.

## Authorization to Provide and Release Information

I/We, \_\_\_\_\_ [applicant's name(s)], am/are applying for the First Time Homebuyers Down Payment Assistance program with the City of Plano, TX. I/We authorize my employer(s) to release, furnish, provide, exchange and request information related to my employment and income to:

City of Plano First Time Homebuyer Program  
Neighborhood Services Division  
City of Plano  
777 E 15th Street, Plano, TX 75074

Expiration of Authorization: 90 days

I/We understand that I/we may revoke my/our consent to these disclosures by notifying the City of Plano in writing.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Applicant's Name (Print)

\_\_\_\_\_  
Co-Applicant's Name (Print)

Last 4 digits of SS #: \_\_\_\_\_

Last 4 digits of SS #: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# **AFFIDAVIT OF NON-INCOME**

Complete ONLY for applicant(s) NOT claiming any source of income

Applicant Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Please state how you provide for your basic needs. How do you pay for rent, utilities, food, etc.? If you receive cash, how much do you receive, how often, and from whom?

---

---

---

Is this your usual income? \_\_\_\_ Yes \_\_\_\_ No      Usual annual income: \$ \_\_\_\_\_

If no, what is it usually? Explain: \_\_\_\_\_

---

---

I have told the truth about all sources of income. To the best of my knowledge, I have not given false information or withheld information. I understand that if I do, I may be prosecuted, deemed ineligible for the program or in violation of program requirements, or be required to pay back the benefits I receive.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**STATE OF TEXAS §**

§

**COUNTY OF COLLIN §**

**SUBSCRIBED AND SWORN** before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Texas