

PROGRAM ADMINISTRATION

Community Housing Initiative, Inc. (C.H.I.) is administering the City of Palm Bay's Down Payment Assistance program. C.H.I. is a certified Community Housing Development Organization, and a 501(c)(3), charitable non-profit housing provider that has been assisting clients since 1992.

C.H.I. is dedicated to assisting in the provision of affordable housing to the residents of Palm Bay. C.H.I. is also dedicated to meeting and/or exceeding the requirements of the city as well as, the statutory and rule requirements of the State Housing Initiatives Partnership (SHIP) and the Home Investment Partnership (HOME) programs both of which are providing the funding for this program. C.H.I. is committed to assisting the residents of the City of Palm Bay in attaining the American dream of home ownership.



**COMMUNITY HOUSING
I N I T I A T I V E**

FAIR HOUSING ACT

The Fair Housing Act prohibits discrimination in housing because of:

- ◆ Race or Color
- ◆ National Origin
- ◆ Religion
- ◆ Gender
- ◆ Familial Status – including children under the age of 18 living with their parents or legal custodians; pregnant women; and people securing custody of children under 18; or the handicapped.

We look forward to working with you as a first-time homebuyer and will assist in any way possible. If you have any questions regarding this or any other Housing Program offered through the City of Palm Bay's Neighborhood Development Office, or would like to obtain and submit an application, please call:

**Community Housing
Initiative Offices -
Willowbrook Apts.
3033 College Wood Drive
Melbourne, FL 32935
Ph: (321) 253-0053
Fax: (321) 253-1575
Schedule: Mon. - Fri.
8:00 a.m. - 5:00 p.m.**

HOME MAXIMUM ASSISTANCE LEVELS

HOME Dap Funds may be used for closing costs, down payment assistance and rehabilitation, if needed. Priority will be given to very low; and low-income families.

- ◆ Very low-income first-time homebuyers will receive up to \$20,000 in total assistance with a minimum of \$10,000 going toward the down payment and closing costs. The remaining \$7,900 can either also be directed toward the down payment and closing costs or, if needed, be spent on assistance for code-related rehabilitation work on the house.
- ◆ Low-income first-time homebuyers will receive up to \$15,000 in total assistance with a minimum of \$7,500 going toward the down payment and closing costs. The remaining \$5,400 can either also be directed toward the down payment and closing costs or, if needed, be spent on assistance for code-related rehabilitation work on the house.

Loans are leveraged with a household's minimum contribution to the purchase and by the lender's first mortgage. Minimum contributions are as follows:

- <50% AMI - \$750 and
- >50% to 80% AMI - \$1,250.

DOWN PAYMENT ASSISTANCE PROGRAM



The City of **Palm Bay** Florida
A Perfect Place to Grow

The City of Palm Bay
Housing and Neighborhood
Development Services
120 Malabar Road, SE.
Palm Bay, FL 32907
Tel: (321) 952-3429
Fax: (321) 953-8920



Equal Housing Opportunity

THE CITY OF PALM BAY'S DOWN PAYMENT ASSISTANCE PROGRAM

DOWN PAYMENT ASSIST. PROGRAM GUIDELINES:

Down Payment Assistance is available through the Home Investment Partnership (HOME) program and through the State Housing Initiatives Partnership (SHIP) program on a first come—first ready basis. Assistance is contingent upon the availability of funds. Funds will be available to first-time homebuyers within Palm Bay with total income and assets for all household members not exceeding the following limits based upon household size:

FY 2011-2012 SHIP Income Limits Adjusted to Household Size			
HH Size	1	2	3
SHIP	\$49,320	\$56,280	\$63,360
HOME	\$32,850	\$37,550	\$42,250
HH Size	4	5	6
SHIP	\$70,320	\$75,960	\$81,600
HOME	\$46,900	\$50,700	\$54,450

Assistance is secured by a deferred payment, multi-year mortgage in the amount of the grant, forgiven at the end of the applicable affordability period. As long as the applicant is the primary resident and maintains the title to the property, no payment is owed on the loan.

PARTICIPATION REQUIREMENTS:

If you are interested in participating in the City of Palm Bay's Down Payment Assistance Program, you must meet the following eligibility requirements:

UNIT ELIGIBILITY

- ◆ The home must be located within the city limits of Palm Bay.
- ◆ The home may be an existing or new construction. The assistance may not be used to purchase a mobile home. No home may have a swimming pool or similar amenity.
- ◆ For existing housing only, C.H.I. will conduct an inspection to identify code-related repairs.
- ◆ For new and existing housing the utilizing HOME funds, the purchase price must not exceed **\$221,350**.
- ◆ For new and existing construction utilizing SHIP funds, the purchase price must not exceed **\$265,443**.

HOMEBUYER ELIGIBILITY

- ◆ Only first-time homebuyers are eligible for this assistance program. (The applicant must not have owned a home within the past three years).
- ◆ The applicant must be credit worthy, i.e., no bankruptcies, judgements, repossessions, or charge offs.

- ◆ The applicant must have the ability to secure first mortgage financing: Conventional, FHA, VA are all acceptable.
- ◆ The applicant must receive homebuyer education: Contact C.H.I. for the next scheduled class (321) 253-0053.
- ◆ Total income and assets must not exceed the previously stated limits.
- ◆ Applicants must make a minimum **GOOD FAITH CONTRIBUTION**, based upon their income bracket:

Income Limits	HOME/SHIP Contribution
Very Low (50% or Less)	\$750
Low (51% to 80%)	\$1,250
Moderate (81% to 120)	\$2,000

- ◆ Out of pocket expenses paid before closing are considered as part of the applicant's contribution (i.e., appraisal fees, credit reports, deposits, homeowner insurance premium, etc.)
- ◆ At closing, the minimum contribution must be satisfied on the settlement statement.
- ◆ The lender may require an additional contribution.
- ◆ Applicants are eligible for a maximum assistance of \$50,000.

- ◆ The discounted purchase price of the home is intended to reduce the monthly housing expense of the homebuyer to no more than thirty (30%) percent of the gross monthly income for the household's income group, unless otherwise authorized by the first mortgage lender.

COUNSELING SERVICES

C.H.I. offers first-time homebuyer counseling seminars and individual counseling services. The first-time homebuyer education seminar outline is as follows:

- I. Introduction
- II. Why Homeownership
- III. Credit
- IV. Budgeting
- V. Lender Documents
- VI. Choosing a Home
- VII. The Appraisal
- VIII. The Closing Process
- IX. Foreclosure Prevention
- X. The Fair Housing Act
- XI. Questions & Answers



Equal Housing Opportunity