



**SPRINGFIELD HOME OWNERSHIP PROGRAM**  
**First Time Home Buyer Assistance Loan Application**

**PART A**

Borrower: \_\_\_\_\_ Co-Borrower: \_\_\_\_\_

Name and Address of Lender Submitting Request (if Mortgage Broker also list Direct Lender):  
\_\_\_\_\_ Date: \_\_\_\_\_

Your File Number: \_\_\_\_\_ Our File Number: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

The lender has reviewed the application and credit report of the borrower(s) and has pre-qualified the borrower(s) for a loan in the amount of \$\_\_\_\_\_.

Type of loan: \_\_\_\_\_

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

**PART B**

THIS REQUEST IS FOR A DOWNPAYMENT ASSISTANCE LOAN PREQUALIFICATION.

**The Following Documents are required to complete the underwriting for the SHOP:**

- |   |   |
|---|---|
| <input type="checkbox"/> SHOP LOAN APPLICATION                            | <input type="checkbox"/> 1 <sup>ST</sup> TIME HOMEBUYER CLASS CERTIFICATE |
| <input type="checkbox"/> FINANCIAL RECORDS DISCLOSURE                     | <input type="checkbox"/> BENEFICIARY OF HOUSEHOLD                         |
| <input type="checkbox"/> HOUSEHOLD INCOME VERIFICATION<br>(paystubs, VOE) | <input type="checkbox"/> CERTIFICATION OF NEED                            |

**PROPERTY**

- |   |  |
|---|--|
| <input type="checkbox"/> SALES AGREEMENT                | <input type="checkbox"/> LEAD BASED PAINT AND LEAD BASED PAINT<br>HAZARD DISCLOSURE FORM |
| <input type="checkbox"/> ADDENDUM TO SALES AGREEMENT    | <input type="checkbox"/> DISCLOSURE TO SELLER OF FAIR MARKET<br>VALUE                    |
| <input type="checkbox"/> APPRAISAL OF FAIR MARKET VALUE | <input type="checkbox"/> PRELIMINARY TITLE REPORT  |

ALL OTHER PRIMARY MORTGAGE LOAN DOCUMENTS (e.g.-Application, Truth in Lending, Good Faith Estimate, Initial Fees Worksheet, other disclosures, etc.)

**PART C**

I(WE), THE UNDERSIGNED APPLICANT(S) CERTIFY THAT:

1. I(we) am a qualified first time home buyer because: (Check one)
  - I have not owned a home during the three year period preceding this application; OR
  - I am a single parent that, within the three years preceding this application, owned a house in conjunction with a spouse to whom I am no longer married; OR
  - I am an adult who, within the three years preceding this application, have owned a residence with my spouse or resided in a home owned by my spouse. I have not worked full time in the labor force for a number of years but have, during such years, worked primarily without remuneration to care for the home and family. I am currently unemployed or underemployed and am experiencing difficulty in obtaining or upgrading employment.
2. The total gross annualized income from any source and before taxes and withholding of all persons who will reside in the dwelling is not expected to exceed 80% of current median family income limits, based upon household size as published by the Department of Housing and Urban Development.
3. I have received, read, understand and agree to the policies and loan conditions of the Springfield Home Ownership Program. \_\_\_\_\_ initial
4. I agree to make the home purchased with SHOP assistance my primary residence. \_\_\_\_\_ initial

The undersigned understands the above statements and the information on the accompanying Residential Loan Application is material to obtaining a Springfield Home Ownership Program assistance loan. I(we) certify that the information contained therein to be true and correct and that misrepresentation may result in denial of the application or constitute default of a loan and mortgage made in reliance on such information.

Borrower	Date	Co-Borrower	Date
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**PART E**

**APPROVAL AND LOAN RESERVATION**

This application for a first time home buyer assistance loan is approved. Funds in the amount of \$\_\_\_\_\_ have been reserved for this purpose pending completion of the home purchasing process by the above named borrower.

This approval will expire on \_\_\_\_\_.

By: \_\_\_\_\_ Date \_\_\_\_\_  
City of Springfield Housing Programs