



Date Received By FCRHRA:

## Town of Leverett Homeownership Programs

BUY DOWN PROGRAM: Applications accepted **June 26th- August 18th 2017**

**Housing Lottery** will be conducted on  
September 18<sup>th</sup> 2017 at 5:00 pm at Leverett Town Hall

DOWN PAYMENT ASSISTANCE PROGRAM: Applications accepted **May 1st 2017**  
**Rolling Application** (First Come, First Served)

**Please note:** All sections of this form must be filled in, and required documents attached, before your application will be considered complete. If you have any questions about the information requested or how to fill out the form, please contact Franklin County Regional Housing & Redevelopment Authority at (413) 863-9781 x151 or [jday@fcrhra.org](mailto:jday@fcrhra.org).

### APPLICANT INFORMATION:

Name(s): \_\_\_\_\_

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

City, State & Zip Code: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone Cell (with area code) : \_\_\_\_\_ Other: \_\_\_\_\_

Email address: \_\_\_\_\_

Complete this section for all household members:

NAME	RELATIONSHIP TO APPLICANT	AGE

**INCOME:**

Definition of Annual Income

HUD defines Annual Income as all amounts, monetary or not, which: go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or are anticipated to be received from a source outside the family during the 12-month period following the date of application; and which are not specifically excluded. Annual income also means amounts derived (during the 12- month period) from assets to which any member of the family has access.

For each household member 18 years of age and older please provide:

1. three (3) prior year tax returns with the W2 form; and
2. five (5) most recent pay stubs for all members in the household who are working, documentation must include gross wages and year to date totals; and
3. income of full time students is excluded, but documentation of full time student status is required for all household members 17 and older
4. documentation of all other sources of income including: pension, Social Security, rental income, wages, tips, unemployment insurance, workers' compensation, dividends, TAFDC, child support, alimony.

NAME	INCOME SOURCE	GROSS AMOUNT
<b>TOTAL MONTHLY INCOME</b>		<b>\$</b>

**ASSETS:**

Please list all checking, savings, CDs, stocks, bonds, retirement accounts and any other investments held by each member of the household. Please provide documentation of balance or value.

<b>TYPE OF ASSET</b>	<b>BANK/ CREDIT UNION</b>	<b>ACCOUNT NUMBER</b>	<b>VALUE/ BALANCE</b>
Checking			
Savings			
Other			
Other			
<b>TOTAL VALUE</b>			<b>\$</b>

Have you attended a Massachusetts Certified First Time Homebuyer’s class in the past 2 years?

Copy of First-Time Homebuyer Certificate attached

If you have not attended, please specify how you will meet this requirement prior to a home closing. \_\_\_\_\_

Please attach documentation that you have been pre-qualified for a 30-year, fixed-rate mortgage with no points, such as a letter of commitment from a bank or credit union. The letter should state the mortgage rate.

Documentation of mortgage prequalification attached

Please attach documentation that you have sufficient funds available as a down payment of 3% of the net purchase price (at least 1/2 must be available and held in the name(s) of applicants) plus closing costs (example: if approved for a mortgage up to \$200,000, you must document availability of \$6,000 at time of application, with at least \$3,000 held in your name(s)).

Documentation of down payment availability attached

**APPLICANT CERTIFICATION:**

The Applicant(s) certifies that all information stated in this application, and all information furnished in support of this application, is given for the purpose of participating in the Town of Leverett Homeownership Program, and is true and complete, to the best of the Applicant's knowledge and belief. The applicant and any members of her/his household hereby grant permission to Franklin County Regional Housing & Redevelopment Authority to contact any employers, institutions or agencies that are listed on this application as sources of income or holders of assets to verify the information provided on this form.

**SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY**

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

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

**Applications will be processed on a rolling basis, first come, first review.**

***PENALTY FOR FALSE OR FRADULENT STATEMENTS***

*Us. C. Title 18, Section 1001 provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, or makes false, fictitious or fraudulent statements or representations, or makes or uses any false writing or documentation knowing the same to contain any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000.00 or imprisoned not more than five (5) years or both."*

**How did you hear about the Homeownership Program?**

- Realtor
- Advertising/Flyer
- Friend/Word of Mouth
- Agency
- Lender

**(Optional) The following information is for statistical purposes only and will not be used to determine eligibility or preference for the Leverett First Time Homebuyer Program.**

**What is the race of head of household?**

- White
- Asian
- Native Hawaiian/Other Pacific Islander
- Black/African American
- American Indian/Alaskan Native

**Is the household Hispanic?**  Yes  No

**Is the household English Proficient?**  Yes  No

**FRANKLIN COUNTY HOUSING & REDEVELOPMENT AUTHORITY**  
 42 Canal Road, Turners Falls, MA 01376  
 Tel.#: (413) 863-9781 ext. 151 Fax: (413) 863-9289 Website: [www.fchra.org](http://www.fchra.org)  
 Email: [lev-app@fchrha.org](mailto:lev-app@fchrha.org)



## **Leverett Homeowner's Assistance Program Application Checklist**

Please refer to the checklist to assure you have provided all required documentation.

### APPLICATION

- Completed and signed application
- Signed release of information form

### INCOME VERIFICATION:

- Three (3) prior years of tax returns with W2 forms
- Five (5) most recent pay stubs for all working household members
- Documentation of full time student status if applicable
- Documentation of other income sources, including pension, Social Security, rental income, tips, unemployment insurance, workers' compensation, dividends, TAFDC, child support, and alimony if applicable

### ASSETS

- Documentation of balance or value of checking account(s)
- Documentation of balance or value of savings account(s)
- Documentation of balance or value of CDs, stocks, bonds, retirement account(s), and any other investments held by each member of the household

### FIRST TIME HOMEBUYER'S CLASS

- Certificate of course completion OR a plan to complete course before a closing

### FINANCES

- Letter of commitment from bank/credit union (or other documentation) that confirms you have been pre-qualified for a mortgage
- Documentation that you have sufficient funds held in the name(s) of household members for a down payment

### LOCAL PREFERENCE

- Evidence of Leverett residency  
OR
- Evidence of employment in Leverett  
OR
- Evidence of child/parent's residency in Leverett
  - Statement of relationship

Please do not return the checklist with the completed application