

## City of Dallas Homebuyer Assistance Program (DHAP) Loan Application

This application is to be completed (typed) by the Applicant and signed by all parties. Completion of this application does not reserve DHAP funds. A DHAP approved lender must reserve DHAP funds by completing the online DHAP Loan Registration Form.

The information collected below will be used to determine whether you qualify for housing assistance provided through the City of Dallas Homebuyer Assistance Program (DHAP). Information provided will not be disclosed without your consent except (a) to the City of Dallas, (b) to your employer for verification of income and employment, (c) to financial institutions for verification of information, and (d) as required or permitted by law. Assistance through DHAP is dependent upon the availability of funding from the U.S. Department of Housing and Urban Development and the City of Dallas.

	Borrower	Co-Borrower/Non-Purchasing Spouse																																																						
<b>Applicant Name:</b>	_____ First                                  Last                                  M.I.	_____ First                                  Last                                  M.I.																																																						
	_____ DOB                  Social Security No.                  Marital Status	_____ DOB                  Social Security No.                  Marital Status																																																						
	Are you a U.S. Citizen? _____ IF NOT a U.S. Citizen, Are you a Permanent Resident? _____	Are you a U.S. Citizen? _____ IF NOT a U.S. Citizen, Are you a Permanent Resident? _____ Are you a co-borrower on the primary mortgage loan?																																																						
<b>Email Address:</b>	_____	_____																																																						
<b>Current Address:</b>	_____	_____																																																						
	_____ Street No.                  Street Name                  Apt.	_____ Street No.                  Street Name                  Apt.																																																						
<b>Phone Numbers:</b>	_____	_____																																																						
	_____ City                                  State                                  Zip Code	_____ City                                  State                                  Zip Code																																																						
	_____ Home                                  Alternate	_____ Home                                  Alternate																																																						
<b>Additional Household Members/ Dependents:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Full Name</th> <th style="width: 15%;">Date of Birth</th> <th style="width: 15%;">Relationship</th> <th style="width: 10%;">Female/Male</th> <th style="width: 10%;">Disabled</th> <th style="width: 10%;">Student</th> <th style="width: 10%;">Employed</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>							Full Name	Date of Birth	Relationship	Female/Male	Disabled	Student	Employed																																										
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	<b>Borrower</b>	<b>Co-Borrower/NPS</b>																																																						
<b>Property Occupancy:</b>	Do you intend to occupy the purchased property as your primary residence? _____	Do you intend to occupy the purchased property as your primary residence? _____																																																						

# City of Dallas Homebuyer Assistance Program (DHAP) Loan Application

## Employment and Financial Information

	Borrower	Co-Borrower/ Non-Purchasing Spouse
<p><b>Current Employer Name and Address:</b></p>    <p><b>Time w/ Current Employer:</b></p>	<p>Employment Status _____</p> <p>Employer Name _____</p> <p>Street No.      Street Name      Suite _____</p> <p>City                  State                  Zip Code _____</p> <p>Start Date _____ Full/Part Time _____</p>	<p>Employment Status _____</p> <p>Employer Name _____</p> <p>Street No.      Street Name      Suite _____</p> <p>City                  State                  Zip Code _____</p> <p>Start Date _____ Full/Part Time _____</p>
<p><b>Additional Current Employer Name and Address:</b></p>    <p><b>Time w/ Additional Employer:</b></p>	<p>Employer Name _____</p> <p>Street No.      Street Name      Suite _____</p> <p>City                  State                  Zip Code _____</p> <p>Start Date _____ End Date _____</p>	<p>Employer Name _____</p> <p>Street No.      Street Name      Suite _____</p> <p>City                  State                  Zip Code _____</p> <p>Start Date _____ End Date _____</p>
<p><b>Previous Employer:</b></p> <p>(If less than 6 months with current employer)</p>    <p><b>Targeted Occupation Eligibility:</b></p>	<p>Employer Name _____</p> <p>Street No.      Street Name      Suite _____</p> <p>City                  State                  Zip Code _____</p> <p>Start Date _____ End Date _____</p> <p>Are you a EMS Technician, Fire Fighter, Librarian, Police Officer or Teacher? _____</p>	<p>Employer Name _____</p> <p>Street No.      Street Name      Suite _____</p> <p>City                  State                  Zip Code _____</p> <p>Start Date _____ End Date _____</p>

## City of Dallas Homebuyer Assistance Program (DHAP) Loan Application

### Employment and Financial Information (Continued)

	Borrower	Co-Borrower/ Non-Purchasing Spouse
<b>Other Sources of Income: (Please list)</b>  _____  _____  _____	Does anyone in your household receive disability income? Does anyone in your household receive social security income? Does anyone in your household have a retirement account (IRA, 401K, Keogh Accounts, Revocable Trust, Rental Income, Life Insurance Policies available before death, lump sum or any other annuity income)?	Does anyone in your household receive disability income? Does anyone in your household receive social security income? Does anyone in your household have a retirement account (IRA, 401K, Keogh Accounts, Revocable Trust, Rental Income, Life Insurance Policies available before death, lump sum or any other annuity income)?
<b>Other Sources of Income: (Please list)</b>  _____  _____  _____	Does anyone in your household have any additional documented sources of income? (Pensions, TANF, Housing Assistance, Alimony, Child Support, Unemployment Benefits, Military Pay)	Does anyone in your household have any additional documented sources of income? (Pensions, TANF, Housing Assistance, Alimony, Child Support, Unemployment Benefits, Military Pay)

<b>Checking/Savings Accounts of All Applicants:</b>     	<b>Name of Bank, S&amp;L, or Credit Union</b>  _____  <b>Account Number (last 4 digits)</b>  _____  <b>Name of Bank, S&amp;L, or Credit Union</b>  _____  <b>Account Number (last 4 digits)</b>  _____	<b>Name of Bank, S&amp;L, or Credit Union</b>  _____  <b>Account Number (last 4 digits)</b>  _____  <b>Name of Bank, S&amp;L, or Credit Union</b>  _____  <b>Account Number (last 4 digits)</b>  _____
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**Estimated Total Monthly Debt:** \_\_\_\_\_ (car loans, student loans, personal loans, minimum monthly payments on any credit card debt).

#### Information for Government Monitoring Purposes

The following information is requested by the Federal Government in order to monitor compliance with equal opportunity, fair housing and nondiscrimination. You are not required to furnish this information, but are encouraged to do so. The law provides that the City of Dallas may not discriminate either on the basis of this information, or on whether you choose to furnish it. If you do not wish to provide ethnicity, under Federal regulations, the City of Dallas is required to note the information on the basis of visual observation if you have made this application in person. If you do not wish to furnish the information, please check the box below. (Ethnicity – Hispanic, Non-Hispanic / Race – Anglo/White, Black/African American, Asian/Pacific Islander, Native American)

**Borrower Ethnicity/Race**  
I do not wish to furnish this information

**Co-Borrower/NPS Ethnicity/Race:**  
I do not wish to furnish this information

DHAP Representative Name

DHAP Representative Signature

Date

# City of Dallas Homebuyer Assistance Program (DHAP) Loan Application

**NOTICE OF FUNDING LIMITATION**

Submission of a loan application for assistance through DHAP does not constitute a commitment or obligation on the part of the City of Dallas. No commitment is made or to be implied until City of Dallas has approved, in writing, funding of each application. Due to funding limitations, no applicant should assume any commitment even when an applicant must expend personal funds in order to meet application requirements.

The applicant has read and understands the information provided above.

Borrower Initials \_\_\_\_\_ Co-Borrower/NPS Initials \_\_\_\_\_

**FUND DISCLOSURE - FEDERAL FUNDS**

DHAP provides down payment and closing cost assistance to eligible homebuyers whose gross household income at or below 80% of the Area Median Income as defined by HUD for purchasing a property within the city limits of Dallas for Existing Homes and New Construction Properties. The actual amount of the assistance provided will be determined based on need and may not exceed the following limits (\$60,000 – High Opportunity Areas, \$40,000 – all other areas of Dallas. The applicant must have an executed real estate sales contract and mortgage lender approval for a first lien mortgage loan. The assistance is a second lien forgivable deferred loan, interest-free with no monthly payments, prorated based on the affordability period (residency term of the loan). Partial repayment is due upon sale, lease, lease with option to purchase, transfer or other disposition (including contract for deed) of the property. The household and the property must meet all DHAP and MHS requirements prior to loan closing.

**FUND DISCLOSURE - TARGETED OCCUPATION HOMEBUYER ASSISTANCE**

DHAP provides down payment and closing cost assistance to eligible targeted occupation homebuyers whose gross household income is between 80% and 120% of the Area Median Income as defined by HUD for purchasing a property within the city limits of Dallas. The actual amount of the assistance provided will be determined based on need and may not exceed \$45,000. The applicant must have an executed real estate sales contract and mortgage lender approval for a first lien mortgage loan. The assistance is a second lien forgivable deferred loan, interest-free with no monthly payments, prorated based on the affordability period (residency term of the loan). Partial repayment is due upon sale, lease, lease with option to purchase, transfer or other disposition (including contract for deed) of the property. The household and the property must meet all DHAP and MHS requirements prior to loan closing.

**AFFORDABILITY PERIOD (RESIDENCY TERMS)**

Homebuyer assistance with HOME Investment Partnership funds under \$15,000 will be subject to a five (5) year affordability period. The homebuyer shall, at all times, maintain the property as his/her primary residence during such five (5) year affordability period.

Homebuyer assistance with HOME Investment Partnership funds of \$15,000 to \$40,000 will be subject to a ten (10) year affordability period. The homebuyer shall, at all times, maintain the property as his/her primary residence during such ten (10) year affordability period.

Homebuyer assistance with HOME Investment Partnership funds of more than \$40,000 will be subject to a fifteen (15) year affordability period. The homebuyer shall, at all times, maintain the property as his/her primary residence during such fifteen (15) year affordability period.

**Targeted Occupation Homebuyer** assistance of up to \$45,000 will be subject to a five (5) year affordability period. The homebuyer shall, at all times, maintain the property as his/her primary residence during such five (5) year affordability period.

Homebuyers will be required to sign homebuyer written agreements with the City of Dallas. The agreements will disclose the determined amount of assistance provided, affordability period and other requirements to fulfill in the receipt of homebuyer assistance.

The applicant has read and understands the information provided above.

Borrower Initials \_\_\_\_\_  
Co-Borrower/NPS Initials \_\_\_\_\_

**MINIMUM HOUSING STANDARDS REVIEW**

The goal of the DHAP is to provide decent, safe, and sanitary housing. The City has set forth basic Minimum Housing Standards (MHS) that all units must satisfy prior to the completion of the home purchase. The primary objective of these standards is to assure a basic level of acceptable housing and to establish minimum criteria. These requirements focus on health and safety concerns and the functionality of systems. Authorized representatives of the City of Dallas must make a determination of the structures' MHS acceptability, regardless of the participant's possible willingness to accept any deficient condition. MHS review results may not be relied upon by the applicant, for anything other than satisfying DHAP requirements. The City of Dallas does not warranty or guarantee any repair, hidden deficiency or adverse condition of the property.

It is highly recommended that applicants obtain a Texas Real Estate Commission (TREC) property inspection, but it is not a requirement to access DHAP. Information obtained in the TREC inspection does not have any bearing on the DHAP application. TREC inspections are much more detailed than MHS reviews and result in a contractual relationship between the the TREC inspector and the applicant. Should an applicant elect to obtain a TREC inspection, they may select any TREC licensed inspector. Should questions surface about information contained in such TREC inspection, before or after the purchase of the home, the matter should be resolved between the TREC inspector and the applicant. It is not the responsibility of the City of Dallas to address such questions or resolve any issues associated with a TREC inspection.

The applicant has read and understands the information provided above.

Borrower Initials \_\_\_\_\_ Co-Borrower/NPS Initials \_\_\_\_\_

**APPLICATION CERTIFICATION**

Applicant certifies that he/she has read all of the above and that all information provided to the City of Dallas is true, correct, and complete to the best of the applicant's knowledge and belief. The applicant authorizes the City of Dallas to contact any source to solicit and/or verify information necessary for any eligibility determination for the purpose of DHAP. The applicant certifies that applicant is the buyer of the property to be purchased and that the property will be the applicant's principal residence immediately upon closing.

I understand that any discrepancy or omission in the information I have provided may disqualify me from participation in DHAP. If discrepancies or omissions are discovered after any loan or assistance is approved or granted to me, I understand that the full balance of the assistance received shall immediately become due and payable.

Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Co-Borrower/NPS Signature: \_\_\_\_\_ Date: \_\_\_\_\_