|  |
| --- |
| **Buyer’s Name(s** |
| **Lender/Broker Contact:**  | **Lender/Broker Firm:** |
| **Lender Phone:**  | **Email Address:**  |
| **Lender Fax:**  | **Source of First Mortgage:**  |
| **Title Company/Closing Agent:** | **Anticipated Closing Date:** |
| **Closing Agent Name:**  | **Closing Agent Telephone:**  |

**FirstHome Buyer Assistance Calculation**

|  |  |
| --- | --- |
| 1. Sales Price of Home
 |  |
| 1. 25% of Sales Price of Home
 |  |
| 1. 25% of Monthly Income
 |  |
| 1. Amount Needed to Reduce Monthly PITI Payment to 25%
 |  |
| Maximum FirstHome Loan = Line 2 or Line 4, whichever is lesser |  |

**Monthly Anticipated Housing Costs**

|  |  |
| --- | --- |
| Mortgage Payment (P and I) |  |
| Property Taxes |  |
| Association Dues (where applicable) |  |
| Property Insurance |  |
| Mortgage Insurance |  |
| TOTAL  |  |

List **All Adults** who will live in the property being purchased.

|  |  |  |
| --- | --- | --- |
| **Name** | **Annual Income** | **Relationship** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Total number of dependents who will live in the home being purchased:

|  |  |
| --- | --- |
| **Dependent Child Name** | **Age** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Ethnicity (select only one)**  |
| Hispanic or Latino [ ]  |
| Not Hispanic or Latino [ ]  |

**Race (select one or more)**

###  Single Race Multi-Race

 [ ]  White [ ]  Am. Indian/Alaska Native and White

 [ ]  Black/African-American  [ ]  Am. Indian/Alaska Native and Black/African

 [ ]  American Indian/Alaskan Native  [ ]  Asian and White

 [ ]  Hawaiian Native/Pacific Islander  [ ]  Asian and Black

 [ ]  Asian [ ]  Hawaiian/Pacific Islander and White

 [ ]  Hawaiian/Pacific Islander and Black

Household Type (check all that may apply)

[ ]  Single/Non-Elderly [ ]  Physically disabled

[ ]  Elderly [ ]  Other – Please describe:

[ ]  Related/Single Parent

[ ]  Related/ Two Parent

**PROPERTY INFORMATION:**

Address of home being purchased: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street, City, Zip

Is this a single-family home, condo or townhome? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will all buyer(s) live in the home? \_\_\_\_ Is the home occupied by the seller? \_\_\_\_\_\_\_\_\_

Is the home vacant now? \_\_\_\_\_

Was the home occupied by a tenant at any time in the past 90 days? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchase Price $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Bedrooms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDITIONAL REQUIRED INFORMATION:**

Has any applicant or household member owned a home within the last 3 years? \_\_\_\_\_

Have the applicants completed homeownership counseling? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Homeownership Advising is required. A HUD-certified counseling agency can be found here: <https://www.hocmn.org/search/?fwp_audience_services=homebuyer-advice>) Certificate of Completion of Homeownership Advising is required.

Have the applicants completed homebuyer education? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

If not, what date will Home Stretch or Framework be taken? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Homebuyer education is required. In-person, virtual and self-paced on-line education can be found here: <https://www.hocmn.org/search-workshops/> or <https://www.hocmn.org/buyingahome/framework/>.

Has the property passed a home inspection? [ ]  Yes [ ]  No

***Note:*** *Properties must be inspected by an American Society of Home Inspectors (ASHI) or an InterNACHI certified inspector.*

Was the home built before 1978? [ ]  Yes [ ]  No

***Note:*** *Homes built before 1978, must undergo a lead paint-based risk assessment. The fee for this risk assessment is $435 and will be taken out of the total eligible downpayment assistance amount. (For example, if the total eligible DPA amount was $20,000 then the homebuyer will receive $19,585 at closing and Ramsey County will keep $435 to pay for the required risk assessment.)*

IF THE PROPERTY TO BE PURCHASED HAS NOT BEEN INSPECTED BY AN ASHI CERTIFIED INSPECTOR AND BEEN REFERRED TO RAMSEY COUNTY ENVIRONMENTAL HEALTH FOR A LEAD-BASED PAINT RISK ASSESSMENT, FirstHome FUNDS CANNOT BE PROVIDED. PLEASE CONTACT THE RAMSEY COUNTY HRA IMMEDIATELY IF THIS WILL PRESENT A PROBLEM FOR THE TRANSACTION.

**I certify that the information presented in this reservation form, including the Household Income summary is accurate and complete.**

 **Buyer Date**

 **Buyer Date**

 **Lender Date**

**Note: Approval and reservation of funds does not imply that funds requested will be provided; only that funds will be set-aside pending completion of required information package and full determination of eligibility.**