|  |  |
| --- | --- |
| **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. Total Acquisition Costs (from 1003) |  |
| 1. Amount of First Mortgage |  |
| Financing Gap/Maximum FirstHome Loan  (= Line 1 less Line 2 and Line 2) |  |

**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.**