

HOMEOWNERSHIP FAMILY PARTICIPATION REQUIREMENTS

1. Family must be a first time homeowner, which means a family has not had ownership in a residence in the last three years. (Exception: A single parent or displaced homemaker who, while married owned a home with a spouse or resided in a house owned by a spouse).
2. Family must be on the Section 8 Voucher Program for one year and be in good standing with the voucher program.
3. Disabled family must have an income of at least \$7,236 per year (changes a little each year with SSI amount).
4. Working family must work a minimum of 30 hours per week at the minimum wage per hour per year without any welfare assistance included that amount. The working family must also have one or more family member working at least 30 hours a week and has worked that amount of time for the past 12 months. Working families must also be on the Family Self-Sufficiency program.
5. Family cannot enter into an additional mortgage agreement either before or after entering this contract for homeownership funds.

Once the family is determined to be eligible to participate in the Homeownership program, has signed the Statement of Family Obligations (voucher), and received the voucher, the family must comply with the following requirements:

1. All adult members (everyone over 18 years of age) in the household must complete a HRA approved homeownership counseling program prior to closing on the house. (A signed statement from the provider must be given to the HRA for each adult family member).
2. The family must have located a house, must have signed a sales agreement, must have signed the Addendum to Sales Agreement, and must submit it to the Housing Authority for approval within 90 days of being issued a voucher.
3. The family must make an appointment with a HRA inspector to do an inspection for housing quality standards. The house must meet HUD's standards.
4. The family must obtain a professional, independent inspection (inspector approved by HRA) covering major building systems and a copy of that inspection given to the HRA. The family is responsible to pay for the inspection;
5. Mobile homes must be on a permanent foundation and the family has the right to occupy/lease that site for at least 40 years.
6. Each family is responsible to secure financing.
7. **The family will be required to pay 3% as a down payment, at least 1% of which must be from the family's personal resources.**
8. The family must sign a Statement of Family Obligations.
9. Family should put \$50 in escrow each month for short-term maintenance and \$100 per month for long term maintenance.
10. The family must submit a copy of the proposed mortgage to the HRA for approval.
11. After receiving HRA approval for the terms of the mortgage, the family closes on the house. (Must be done within 180 days of issuance of voucher).
12. Family must give the Housing Authority a copy of the signed mortgage.
13. The family and the HRA begin mortgage payments.
14. **If the mortgage is for 20 years or more, homeownership assistance will go for the maximum of 15 years. If the mortgage is for less than 20 years, the homeownership assistance will go for 10 years. There is no time limit for homeownership assistance for an elderly or disabled head of household.**

