



CITY OF CORAL SPRINGS NEIGHBORHOOD STABILIZATION PROGRAM (NSP) PURCHASE/HOME REPAIR ASSISTANCE PROGRAM DISCLOSURES

The City of Coral Springs, through the use of Federal Neighborhood Stabilization Program (NSP) funds, is pleased to provide purchase and repair assistance for low to middle-income households for the purchase of foreclosed and vacant property within Coral Springs to *occupy as their primary residence*. Funding is available on a first-come, first-qualified basis until no more funding remains under this program. Assistance is in the form of a 0% interest deferred second loan that reverts to a grant if all program conditions are met. This program is administered by the City of Coral Springs in conjunction with Community Redevelopment Associates of Florida, Inc (CRA). Should you have any questions pertaining to this application please contact:

Community Redevelopment Associates of Florida, Inc (CRA).
8569 Pines Boulevard, Suite 201
Pembroke Pines, Florida 33024
(Phone) 954-431-7866 – Option 3
www.crafla.com

Key Steps to Applying for Assistance

1. Read, understand and sign program application disclosures. Signed disclosures must accompany application when it is submitted.
2. Please read the “Frequently Asked Questions” included in this package.
3. Be pre-qualified/pre-approved by a participating lender. You can only use a lender registered with the program. The list of approved lenders is included in this package and is also located on CRA’s website at www.crafla.com, click on Coral Springs.
4. **Your lender will be required to e-mail your loan pre-qualification/pre-approval to nsp@crafla.org** with your name and phone # in the subject line of the e-mail. Your lender will receive a delivery receipt indicating your pre-qualification/pre-approval was submitted to our office. Please request that your lender copy you on the e-mail or forward a copy of the receipt to you for your records.
5. CRA will contact applicants to schedule appointments to submit program applications. Applicants will be contacted by CRA in the order in which their pre-approval was e-mailed to CRA by the approved lender. Applications will be accepted until funds are exhausted.
6. Appointments will be available at the City of Coral Springs and CRA. You will be given the opportunity to choose which location you would like to submit your application when you are contacted by CRA.
7. **Your application will be processed in the order in which it is received and based on the availability of funding. We are unable to provide a time certain as to when your application will be processed and when or if you will be assisted due to limitations on funding. We will continue to process applications for this program until no more funding remains.**
8. Attend and satisfactorily complete a HUD approved 8 hour homebuyer’s education class. (We encourage you to complete this step as early as possible to help you understand the home buying process.) A list of approved counselors are included in this package and can be found on www.crafla.com or www.hud.gov.
9. If you income qualify for the City’s purchase assistance, **you will be called by CRA for a follow up appointment** and will be issued a conditional notice of eligibility. **(DO NOT ENTER INTO ANY “CONTRACT FOR SALE AND PURCHASE” UNTIL YOU HAVE RECEIVED A “NOTICE OF AWARD” LETTER).**



10. Once you have a fully executed purchase contract for a property in the target area, you will be required to submit the purchase contract to CRA for compliance review. The Contract must contain all required program conditions and disclosures. Failure to meet all requirements will void the “Notice of Award”.
11. You will be required to have the property inspected and appraised to ascertain eligibility.
12. Obtain mortgage commitment from your lender.
13. Close on property and occupy as your primary residence.
14. Once the purchase transaction is closed, your file will transition to the home repair process within 48 hours of closing. The City’s home repair inspector/work specifications writer will inspect the home.
15. All home repairs completed through the City’s home repair program will be competitively bid to the City’s approved list of contractors.
16. Once the final price of repairs is determined, you will sign a separate mortgage and promissory note (held by the City of Coral Springs). The mortgage will be for the total cost of home repair assistance. This will also be a zero interest deferred loan.
17. All work will be completed within a specified time period according to the terms of the contract between the contractor and homeowner.
18. All work will be inspected and require owners satisfaction. Contractor invoices will be paid by the City of Coral Springs.

Community Redevelopment Associates of Florida, Inc, and the City of Coral Springs are not acting in any capacity relating to mortgage or real estate transaction. You agree to hold harmless Community Redevelopment Associates of Florida, Inc., and the City of Coral Springs, any governmental agency, its officers, employees, stockholders, agents, successors and assigns from any and all liability that may arise due to you applying for any grant or mortgage or your purchase of any real estate. ***Applicants should always seek competent, professional legal advice when engaging in any real estate related transaction.***

NSP INCOME CHART- MAXIMUM INCOME LIMITS PER HOUSEHOLD SIZE

Household Size	0-30% AMI Very Low Income	31-50% AMI Low Income	51-80%AMI Moderate Income	81-120% Middle Income
1	\$16,050	\$26,800	\$42,850	\$64,250
2	\$18,350	\$30,600	\$48,950	\$73,450
3	\$20,650	\$34,450	\$55,100	\$82,600
4	\$22,950	\$38,250	\$61,200	\$91,800
5	\$24,800	\$41,300	\$66,100	\$99,150
6	\$26,600	\$44,350	\$71,000	\$106,500
7	\$28,450	\$47,450	\$75,900	\$113,850
8	\$30,300	\$50,500	\$80,800	\$121,200

*Effective 03/19/2009 and are subject to change.



**CITY OF CORAL SPRINGS
NEIGHBORHOOD STABILIZATION PROGRAM (NSP)
PURCHASE ASSISTANCE/RESIDENTIAL HOME REPAIR PROGRAM DISCLOSURES**

FALSE STATEMENTS DISCLOSURE AND ACKNOWLEDGMENT

By completing and submitting this application, you acknowledge that the intent of the NSP program is to assist applicants who would like to purchase a foreclosed property as an owner occupied residence. You do not have to be a first-time homebuyer to receive assistance under the City's NSP Purchase Assistance program. Under the City's NSP program, you could have owned a property within the last 3 years. However, at the time of completing this application and prior to receiving any assistance from the City, you cannot own any other residential real estate.

By signing this disclosure and completing this application, you attest to the fact that you do not currently own any other residential real estate and that you intend to purchase a property as your primary residence as stipulated in the terms of your agreement with the City. You will be required to maintain a homestead exemption status and maintain flood and hazard/homeowners insurance for the duration of the term stipulated in your agreement with the City.

FEDERAL WARNING: There are fines and imprisonment—\$10,000/5years—for anyone who makes false, fictitious, or fraudulent statements or entries in any matter within the jurisdiction of the Federal Government (18 U.S.C 1001).

STATE WARNING: Florida Statutes Chapter 817 provides that willful false statements or misrepresentation concerning income and assets or liabilities relating to financial condition is a misdemeanor of the first degree and is punishable by fines and imprisonment provided under Florida Statutes Section 775.082 or 775.083.

LOCAL WARNING: The local government overseeing the administration of this program may also impose fines and/or imprisonment for anyone who makes false, fictitious or fraudulent statements regarding, income assets, liabilities, household size, occupancy and any other information necessary to determine eligibility for this program.

I/WE have read, understand and acknowledge the above disclosure.

Applicant's Signature/Print Name

Date

Co-Applicant's Signature/Print Name

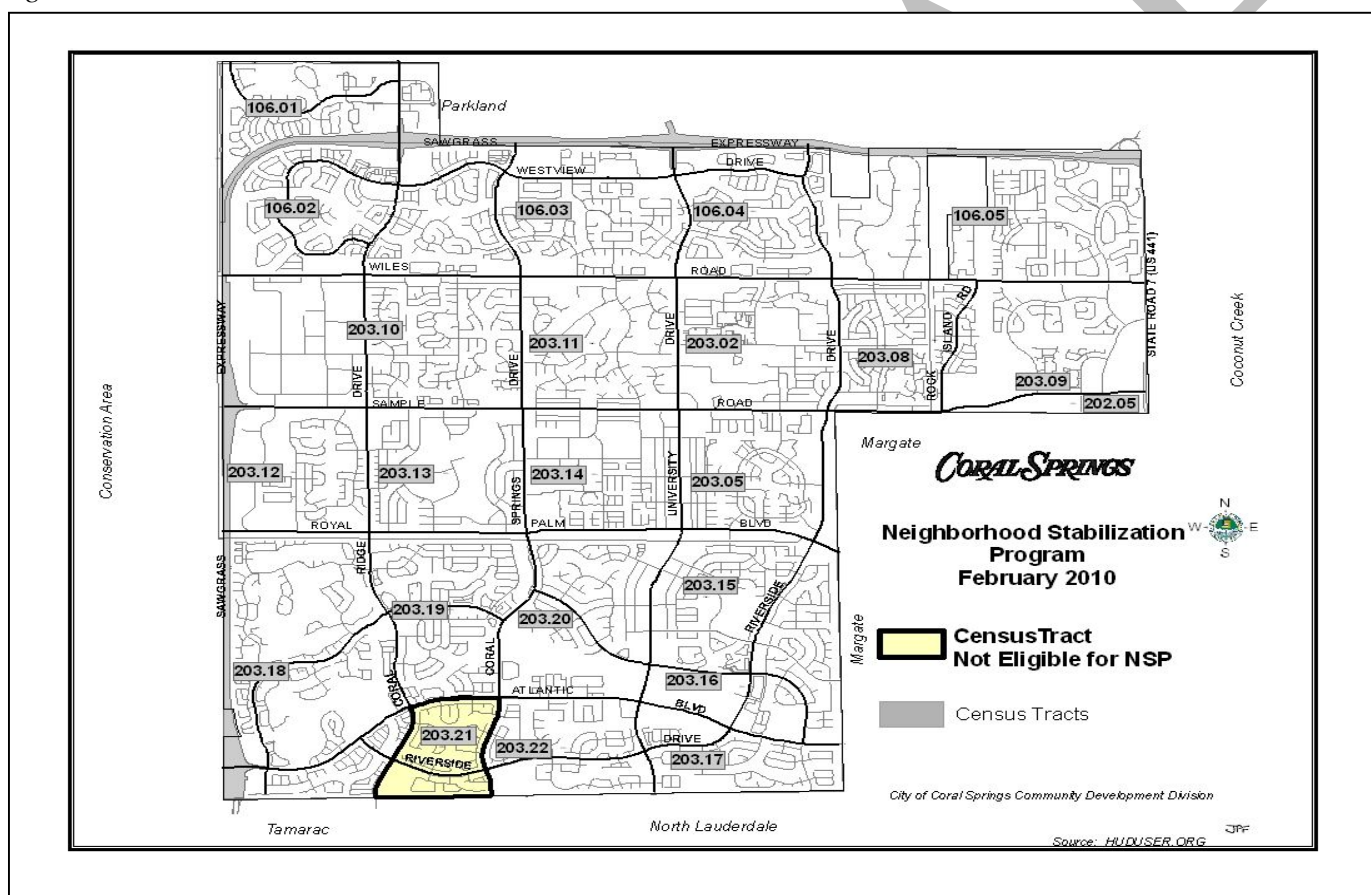
Date



CITY OF CORAL SPRINGS NEIGHBORHOOD STABILIZATION PROGRAM (NSP) PURCHASE ASSISTANCE/RESIDENTIAL HOME REPAIR PROGRAM DISCLOSURES

The following map indicates the target zip code and census tracts in the City of Coral Springs where NSP funds will be used to stabilize neighborhood areas. These areas were identified in the City's NSP plan to HUD as the area where the greatest amount of foreclosures have occurred and are likely to continue to occur. The entire City is eligible for NSP program **EXCEPT** for Census Tract 203.21 which is highlighted in the map below.

Figure 1:



All properties purchased with NSP funds must be vacant to be considered eligible. NSP funds **cannot** be used as foreclosure prevention to assist you with staying in your current property. The terms of the City's purchase assistance program are outlined on the following pages.

Mortgage Pre-Qualification/Pre-Approval Required

We will not be able to accept an application without a pre-qualification or pre-approval letter from one of the approved lenders in the lenders consortium.

The lender will require you to complete a loan application and will review your credit, income and other standard



loan information to determine if you qualify for a mortgage and how much you are able to afford. Members of the lenders consortium have agreed to provide mortgages to qualified borrowers at preferential rates and terms. Interest rates, loan amounts and terms of any loan are subject to negotiation between lender and borrower. Throughout the process, the lender who pre-qualified/pre-approved you, may request additional information from you to complete the loan application. You must be determined both income eligible for the purchase assistance program and able to secure a loan to receive assistance from the City of Coral Springs.

Income Certification Process

All household income information will be verified by a third party. The verification is required to determine your eligibility for assistance under NSP program guidelines. If you qualify for assistance, your income will be certified and you will receive a conditional notice of eligibility. Funds will be first come, first served for those households that present an executed purchase contract. Should your income change after you were determined income eligible and assistance has not been provided, your program eligibility will have to be recertified.

Finding a NSP Eligible Property

With your conditional notice of eligibility/award from CRA of Florida, Inc. and pre-qualification/pre-approval from a lender you will be responsible for finding a NSP property. We encourage you to start searching for a property as soon as you know the amount you qualify for so you have ample time to find a property. Eligible properties can be obtained through the following methods:

- A. Properties from Real Estate Owned (REO) Asset Managers who have not assigned properties to agents.
- B. REO Listing Agents – Agents assigned to list properties for sale by REO Asset Managers.
- C. Buyer’s Agents – Real estate agents marketing REO properties that have been listed on MLS.
- D. Foreclosure property information on www.crafla.com
- E. Individual applicant searching for a property on his or her own.
- F. Utilize a local Realtor

To facilitate the process of finding a professional to work with, you may visit the NSP section on CRA of Florida Inc.’s website at www.crafla.com that will contain contact information for real estate companies that have expressed an interest in working with the NSP program. These companies are not endorsed by the City of Coral Springs nor CRA of Florida, Inc. All properties must have an appraisal not older than 60 days, a roof inspection, termite inspection and other inspections that may be determined under the program. All sales contracts will require the completion of the “NSP Eligible Property Addendum.” Once your contract to purchase has been accepted, you will need to work with your lender to secure a mortgage commitment. The Seller will include a “Discount Sales Certificate” indicating the amount of the discount.

NSP may provide additional assistance to address minor home repairs in the unit as identified during the inspection process. You must close on the property and possess title to property to receive NSP home repair assistance. CRA of Florida, Inc. reviews all final loan packages and inspection reports to determine program eligibility. All loan documentation, sales contracts and property inspections will be forwarded to CRA of Florida, Inc. by your lender. Once you have received a mortgage commitment from your lender, you must be sure that CRA of Florida, Inc. receives a copy of your HUD 1 closing statement at least **48 hours** prior to closing to enable final compliance review with NSP program rules.



PUBLIC RECORDS DISCLOSURE AND ACKNOWLEDGMENT

Information provided by the applicant may be subject to Chapter 119, Florida Statutes regarding Open Records. Information provided by you that is not protected by Florida Statutes can be requested by any individual for their review and/or use. This is without regard as to whether or not you qualify for funding under the program(s) for which you are applying.

Having been advised of this fact prior to making application for assistance or supplying any information, I/We agree to hold harmless and indemnify Community Redevelopment Associates of Florida, Inc. and the City of Coral Springs, any governmental agency, its officers, employees, stockholders, agents, successors and assigns from any and all liability and costs that may arise due to compliance with the provisions of Chapter 119, Florida Statutes.

I/We agree that neither Community Redevelopment Associates of Florida, Inc., nor the City of Coral Springs, have any duty or obligation to assert any defense, exception, or exemption to prevent any or all information given to Community Redevelopment Associates of Florida, Inc. or the City of Coral Springs in connection with this application, or obtained by them in connection with this application, from being disclosed pursuant to a public records law request.

Furthermore, by signing below, I/We agree that neither Community Redevelopment Associates of Florida, Inc. nor the City of Coral Springs have any obligation or duty to provide me/us with notice that a public records law request has been made.

I/We agree to hold harmless Community Redevelopment Associates of Florida, Inc. and the City of Coral Springs or any governmental agency, its officers, employees, stock holders, agents, successors and assigns from any and all liability that may arise due to my/our applying for any grant or mortgage or my/our purchase of any real estate, or any matter arising out of any housing rehabilitation project funded by the City of Coral Springs.

Applicant's Signature/Print Name

Date

Co-Applicant's Signature/Print Name

Date

NOTICE OF COLLECTING SOCIAL SECURITY NUMBER FOR



GOVERNMENT PURPOSES

The City collects your social security number for a number of different purposes. The Florida Public Records Law (specifically, section 119.071(5), Florida Statutes (2007)), requires the City to give you this written statement explaining the purpose and authority for collecting your social security number.

Your social security number is being collected for the purposes of income certifying you for the City's housing assistance program, which requires third-party verification of assets, employment and income. In addition, this information maybe collected to verify unemployment benefits, social security/disability benefits and other related information necessary to determine income and assets and your eligibility for the program that is funded by local, Federal and/or State program dollars.

Authorization to Collect Social Security Number

- 24 CFR 5.609, referred to as "Part 5 Annual Income" - Code of Federal Regulations.
- City of Coral Springs NSP Implementation Procedures.

Your social security number will not be used for any other purpose other than verifying your eligibility for the City's program.

I/WE have read and understand this information.

Applicant's Signature/Print Name

Date

Co-Applicant's Signature/Print Name

Date



CONFLICT OF INTEREST DISCLOSURE

In accordance with 24 CFR 570.611 applicants can be denied participation in the City's Purchase Assistance/Residential Repair Program if a conflict of interest exists. A conflict of interest exists if an applicant is an employee, agent, consultant, officer, elected official, appointed official of the City of Coral Springs or its subrecipients and if within the past 12 months, any of the following three statements applies to any of the applicants:

1. Exercises or has exercised any functions or responsibilities with respect to funds for this program.
2. Participates or has participated in the decision making process related to funds for this program.
3. Is or was in a position to gain inside information with regard to program activities.

A conflict of interest may also arise if an applicant for assistance is related by family or has business ties to any employee, officer, elected or appointed official or agent of a unit of local government who exercises any functions or responsibilities with respect to the City's program. When a conflict of interest or perceived conflict of interest exists, the applicant must acknowledge and disclose that conflict. **Please note if a conflict of interest exists, we are required to seek a legal opinion to make it known to the public that you are applying for this program either by newspaper or at the City Commission public hearing process and then request an exception from the U.S. Department of HUD. This process is mandatory for all City of Coral Springs employees and any time a conflict exists.**

Please read statement #1 and #2 and check the statement that applies to you.

- 1. I/We DO NOT have a conflict of interest as it relates to applying for assistance from the City.**
- 2. I/We HAVE a conflict of interest as it relates to applying for assistance from the City.**

If you placed a checkmark by statement #2, please explain the Conflict of Interest:

I/We have read and understand what a Conflict of Interest is as it pertains to this application for assistance.

Applicant's Signature/Print Name

Date

Co-Applicant's Signature/Print Name

Date



CITY OF CORAL SPRINGS PURCHASE ASSISTANCE PROGRAM TERMS AND CONDITIONS

Minimum Contribution from Borrowers Own Funds: 1% (one percent) or up to half of the lender’s required down payment.

First Mortgage Maximum LTV (Loan to Value): 95% LTV and 96.5% (For FHA). Must be pre-qualified based on ability to pay without consideration of assistance from the City.

Maximum Combined LTV (Loan to Value): 105% CLTV

Second Mortgage Purpose:

- Soft Second Mortgages - Zero percent (0%) interest deferred second mortgage that does not require payment by the NSP recipient as long as terms of agreement between the City and owner are maintained for duration of the affordability period. Interest rate and principal buy down may be permitted.

Maximum Amount of Assistance: Very Low and Low Income: 50% AMI or Lower - Up to \$50,000
Moderate Income: 51% AMI to 80% AMI - Up to \$39,000
Middle Income: 81% up to 120% AMI - Up to \$39,000
(Based on Area Median Income – AMI, See income chart on page 2)

Second Mortgage Interest Rate: 0% interest for the term of the loan.

0% interest, deferred payment loan secured by a mortgage and note. The loan is forgivable in its entirety at the end of the term. The term begins the date of the closing, provided the title remains under the ownership of the original purchaser.

Homeownership Assistance Amount	Affordability Period
Under \$15,000	5
\$15,000 to \$40,000	10
Over \$40,000	15

(Standard HUD Guidelines)

There will be a yearly write-down of the loan after the end of each full year. The write-down will be equivalent to 1/5th, 1/10th or 1/15th of the mortgage depending on the term. The mortgage and note shall provide for pro-rated repayment, which shall be due if the home is sold, title is transferred or conveyed, or the home ceases to be the primary resident of the owner during the affordability period.

Borrower Income Limitations: 120% of the area median income (AMI) adjusted for household size.

Property Eligibility: Single-family homes, condos, townhomes, and villas that have been foreclosed on and vacant

Purchase Price for homes may not exceed \$250,000

Purchase checks are issued by the City of Coral Springs. CRA of Florida Inc. is not responsible for issuance of checks. Perspective homebuyers must have their title company coordinate the closing with CRA of Florida Inc. Federal and State statutes, regulations and programs governing this application are subject to change at any time.

I/We understand and agree with the terms mentioned above.

Applicant’s Signature/Print Name: _____ Date: _____

Co-Applicant’s Signature/Print Name: _____ Date: _____



CITY OF CORAL SPRINGS HOME REPAIR PROGRAM TERMS AND CONDITIONS

The City’s NSP program has set aside funds to address minor repairs that may be needed in the foreclosed units you have purchased with NSP funds. If the City of Coral Springs provides additional assistance to repair your home, the following terms and conditions will apply for NSP home repair assistance.

Maximum Amount of Assistance: Very Low and Low Income: 50% AMI or Lower - Up to \$50,000
Moderate Income: 51% AMI to 80% AMI - Up to \$62,000
Middle Income: 81% up to 120% AMI - Up to \$62,000
(Based on Area Median Income – AMI, See income chart on page 2)

Second Mortgage Interest Rate: 0% Interest Deferred Loan

0% interest, deferred payment loan secured by a mortgage and note. The loan is forgivable in its entirety at the end of the term. The term begins the date of the closing, provided the title remains under the ownership of the original purchaser.

Home Repair Assistance Amount	Affordability Period
Under \$15,000	5
\$15,000 to \$40,000	10
Over \$40,000	15

(Standard HUD Guidelines)

There will be a yearly write-down of the loan after the end of each full year. The write-down will be equivalent to 1/5th, 1/10th or 1/15th of the mortgage depending on the term. The mortgage and note shall provide for pro-rated repayment, which shall be due if the home is sold, title is transferred or conveyed, or the home ceases to be the primary resident of the owner during the affordability period.

Property Eligibility: Housing units that have been purchased with NSP funds.

Standard Repairs Permitted (Subject to availability of funds): The City maintains a list of standard repairs that it will complete in a NSP assisted unit. These repairs address code issues, health, safety, welfare, and other non-cosmetic type repairs. If a home needs repair assistance, purchasers should take into consideration the maximum amount of funding available for repairs.

Federal and State statutes, regulations and programs governing this application are subject to change at any time.

I/We understand and agree to the terms and conditions outlined above.

Applicant’s Signature/Print Name

Date

Co-Applicant’s Signature/Print Name

Date

(END OF DISCLOSURES)



**CITY OF CORAL SPRINGS
PURCHASE ASSISTANCE/HOME REPAIR PROGRAM**

Please provide photocopies of the below documents that apply to you.
WE DO NOT MAKE COPIES.

1. **Three (3) most recent pay stubs or earnings statements showing the employee's name, gross pay per pay period, deductions, and frequency of pay for every household member over 18 years old.**
2. **Last six (6) months bank statements for every household member.** We need every page of the bank statements – including the “blank” page.
3. **Federal income tax returns filed with the IRS for the last two (2) years AND W-2s for the last two (2) years. We will accept:**
 - a. A copy of the original signed federal tax return with W-2s **or**
 - b. A transcript of your federal return from the IRS with W-2s. You can request a transcript by filling out IRS form 4506-T and sending to the IRS. The form can be obtained from the IRS website www.irs.gov, by calling the IRS at 1-800-829-3676, or by going to the IRS office.
4. **Proof of number of dependents claimed** (Dependants must be listed on your federal tax return).
 - a. Birth Certificate on which the parent/applicant's name is listed **or**
 - b. School records which give the parents names and address **or**
 - c. Court-ordered letters of guardianship **or**
 - d. Divorce decree **or**
 - e. Letters of adoption
 - f. If a dependant over 18 is a full time student please submit a copy of their class schedule in addition to the above documents.
5. **Signed Social Security Cards for all household members.**
6. **Proof of citizenship or legal alien status documents.**
 - a. United States of America birth certificate **or**
 - b. U.S. Passport **or**
 - c. Alien registration card
7. **If you are divorced we need a copy of your divorce decree or certified court documents.**
8. **Self-Employment Income.** Schedule C, E, or F must be included with your federal income tax return **AND**
 - a. Accountant or bookkeeper's statement of net income expected for the next 12 months printed on the accountant/book keeper's company letterhead **or**
 - b. A notarized, sworn statement, from the self-employed individual, of net income expected for the next 12 months
9. **Social Security, Supplemental Security Income (SSI), and Disability benefits** - An award or benefit



notification letter prepared and signed by the authorizing agency.

10. **Unearned Income.** Please provide documents for all that apply.
 - a. Unemployment Compensation - Unemployment benefit award notice with three (3) copies of unemployment check stubs.
 - b. Disability Compensation - Notice of eligibility from employer or authorizing agency and three (3) copies of check stubs.
 - c. Worker's Compensation - Notice of eligibility with amount awarded and three (3) copies of check stubs.
 - d. Severance Pay - Notice of employer stating the amount received in severance pay.
 - e. Welfare of other needs based payments given to any household members.
 11. **Unemployed household member not receiving unemployment benefits or income.** Please provide a notarized, sworn statement from the household member stating that unemployment benefits are not received and he/or she is not receiving any income.
 12. **For Alimony or Child Support Payments**
 - a. A printout from the court or governmental agency through which payments are being made **or**
 - b. An original notarized letter from the non-custodial parent stating the amount given weekly, bi-weekly, or monthly **or**
 - c. An original notarized statement from custodial parent stating that child support is not received for each child.
- For Scholarships, Grants, and Veteran's Administration Benefits** - Benefactor's written confirmation of amount of assistance and educational institution's written confirmation of expected cost of the student's tuition, fees, books, and equipment for the next 12 months.
13. **Assets** - Please bring current statements for the assets mentioned below for each household member if applicable. We need all pages of each statements submitted and listed on your application form.
 - a. 401(K) account statement
 - b. Retirement statement
 - c. Pension statement
 - d. IRA statement
 - e. Certificate of deposit (CD) statement
 - f. Annuities
 14. **Life Insurance policy with current cash value and the type (term or whole).** We need all pages of the most current policy statement.
 15. **Recurring Contributions and Gifts.** Example: non-household member paying all or part of bills, mortgages or contributing money on a regular basis.
 - a. Notarized statement or affidavit signed by the person providing the assistance, giving the purpose, dates and value of the gifts **or**



b. A letter from a bank, attorney, or a trustee providing required verification.

**CITY OF CORAL SPRINGS
PURCHASE ASSISTANCE PROGRAM**

GENERAL APPLICANT INFORMATION

Name of Applicant: _____

Name of Co-Applicant: _____

Address: _____

Home Phone: _____ Work Ph: _____ Cell Phone: _____

Household Size: _____ Anticipated Gross Annual Household Income: _____

Marital Status of Applicant: _____

Additional Comments:

Applicant's Signature

Date

Co-Applicant's Signature

Date

For Office Use ONLY

Assigned to Program Specialist : _____

Date: _____



**CITY OF CORAL SPRINGS
PURCHASE ASSISTANCE PROGRAM**

APPLICANT'S INFORMATION

APPLICANT'S NAME: _____ SS#: _____

CO-APPLICANT'S NAME: _____ SS# _____

STREET ADDRESS: _____ PHONE _____

CITY: _____ STATE: _____ ZIP: _____

MAILING ADDRESS: _____

ANNUAL GROSS INCOME: Attach additional sheet(s) if necessary.

SOURCE	APPLICANT	CO-APPLICANT	OTHER MEMBER 18 OR OVER	TOTAL
Gross Salary				
Overtime, Tips, Bonuses, etc.				
Interest/Dividends				
Business Net Income				
Rental Net Income				
Social Security, Pensions, Etc.				
Unemployment, Workers Comp.				
Alimony, Child Support				
Welfare Payments				
Other (List)				



CITY OF CORAL SPRINGS
PURCHASE ASSISTANCE PROGRAM

APPLICANT/CO-APPLICANT, EMPLOYER(S) and all household members over 18:

Attach additional sheet if necessary.

Name of Employee (Applicant):
Name of Employer: Phone:
Address: Years Employed:
Position: Supervisor:

Name of Employee (Co-Applicant):
Name of Employer: Phone:
Address: Years Employed:
Position: Supervisor:

Please use the space below to list the employment information for other household members over the age of 18 or to provide information on additional employment of applicant and/or co-applicant. Use additional sheets if necessary.

Name of Employee:
Name of Employer: Phone:
Address: Years Employed:
Position: Supervisor:

Name of Employee:
Name of Employer: Phone:
Address: Years Employed:
Position: Supervisor:

Name of Employee:
Name of Employer: Phone:
Address: Years Employed:
Position: Supervisor:



**CITY OF CORAL SPRINGS
PURCHASE ASSISTANCE PROGRAM**

Please complete the following for ALL members of the household. Attach an additional sheet, if needed.

FULL NAME First Middle Last	DATE OF BIRTH	RELATIONSHIP	SOCIAL SECURITY #

ASSETS:

Name: _____

TYPE	CASH VALUE	ANNUAL INCOME FROM ASSETS	BANK NAME	ACCOUNT NO.
Checking Accounts:				
Savings Accounts:				
Credit Union Account:				
Stock, Life Insurance :				
Other:				
Other:				



**CITY OF CORAL SPRINGS
PURCHASE ASSISTANCE PROGRAM**

ASSETS:

Name: _____

TYPE	CASH VALUE	ANNUAL INCOME FROM ASSETS	BANK NAME	ACCOUNT NO.
Checking Accounts:				
Savings Accounts:				
Credit Union Account:				
Stock, Life Insurance :				
Other:				
Other:				

ASSETS:

Name: _____

TYPE	CASH VALUE	ANNUAL INCOME FROM ASSETS	BANK NAME	ACCOUNT NO.
Checking Accounts:				
Savings Accounts:				
Credit Union Account:				
Stock, Life Insurance :				
Other:				
Other:				



CITY OF CORAL SPRINGS
PURCHASE ASSISTANCE PROGRAM

LIABILITIES:

List debts including auto loans, credit cards, charge accounts, real estate & mortgage loans, etc.

Table with 4 columns: TYPE, CREDITOR'S NAME, MONTHLY PAYMENT, BALANCE. Rows include Mortgage, Rent/Lease Payment, and several empty rows.

Do you have any outstanding unpaid collections or judgments? Yes No Amount \$
Have you declared Bankruptcy in the last 7 years? Yes No
Are you a party in a lawsuit? Yes No

IMPORTANT - APPLICANT READ BEFORE SIGNING

The information provided is true and complete to the best of my/our knowledge and belief. I/We consent to the disclosure of such information of purposes of income verification related to my/our application for financial assistance.

WARNING: Florida Statutes Chapter 817 provides that willful false statements or misrepresentation concerning income and assets or liabilities relating to financial condition is a misdemeanor of the first degree and is punishable by fines and imprisonment provided under Florida Statutes Section S775.082 or 775.083.

Applicant Signature/Print Name

Date

Co-Applicant Signature/Print Name

Date



**CITY OF CORAL SPRINGS
PURCHASE ASSISTANCE PROGRAM**

Statement of Household Size

This is to certify that _____ person(s) will be residing in the property that I/We intend to purchase.

Applicant Signature/Print Name

Date

Co-Applicant Signature/Print Name

Date



**CITY OF CORAL SPRINGS
NEIGHBORHOOD STABILIZATION PROGRAM**

AUTHORIZATION FOR THE RELEASE OF INFORMATION

I/We _____, the undersigned, hereby authorize the release without liability, information regarding my/our employment income, and/or assets to **Community Redevelopment Associates, Inc. and the City of Coral Springs** for the purposes of verifying information provided, as part of determining eligibility for assistance under the NSP program. I/We understand that only information necessary for determining eligibility can be requested.

Types of information to be verified:

I/We understand that previous or current information regarding me/us may be required. Verifications that may be requested are, but not limited to: personal identification; employment history, hours worked, salary and payment frequency, commissions, raises, bonuses, and tips; cash held in checking/savings accounts, stocks, bonds, certificate of deposits (CD), Individual Retirement Accounts (IRA), interest, dividends, etc.; payments from Social Security, annuities, insurance policies, retirement funds, pensions disability or death benefits; unemployment, disability and/or worker's compensation; welfare assistance; net income from the operation of a business; and, alimony or child support payments, etc.

Organizations/Individuals that may be asked to provide written/oral verification are, but not limited to:

- | | |
|---------------------------------------------|---------------------------------------|
| Past/Present Employers | Alimony/Child/Other Support Providers |
| Banks, Financial or Retirement Institutions | Social Security Administration |
| State Unemployment Agency | Veteran's Administration |
| Welfare Agency | Other: _____ |

Agreement to Conditions:

I/We agree that a photocopy of this authorization may be used for the purposes stated above. I/We understand that I/We have the right to review this file and correct any information found to be incorrect.

Signature of Applicant

Print Name

Date

Signature of Co-Applicant

Print Name

Date

NOTE: This general consent may not be used to request a copy of a tax return. If one is needed, contact your local IRS office for Form 4506. Request for Copy of Tax Return will need to be signed separately.



**COMMUNITY REDEVELOPMENT ASSOCIATES OF FLORIDA, INC.
PROGRAM ADMINISTRATOR FOR THE CITY OF CORAL SPRINGS
NEIGHBORHOOD STABILIZATION PROGRAM
PURCHASE ASSISTANCE PROGRAM**

Credit Bureau Services, Inc. REPOSITORY REPORT ORDER FORM

Date: _____

Requested by: _____

Client Code: _____

APPLICANT INFORMATION

BORROWER: _____

A.K.A./FKA: _____

SS#: _____ DATE OF BIRTH _____

CO-APPLICANT INFORMATION:

CO-BORROWER _____

A.K.A./FKA _____

SS #: _____ DATE OF BIRTH _____

ADDRESS: _____

PREVIOUS ADDRESS: _____

I (We) authorize Credit Bureau Services, Inc. to access repository information from a credit reporting agency of its choice and provide this information to Community Redevelopment Associates of Florida, Inc.

Borrower's Signature

Co- Borrower's Signature

Date

**Neighborhood Stabilization Program
HOME BUYERS
Frequently Asked Questions**

Q. What type of assistance is available?

The City will assist with the purchase and qualified repairs of a foreclosed property within the City's designated NSP target area. See Map.

Q. Who is eligible to receive assistance?

Low-to-middle income household who does not own any other property and who intends to occupy the property as their primary residence are eligible to receive assistance. Please refer to income limits chart as a guide.

Q. Are there income guidelines for this program?

Yes. The City's NSP purchase assistance program is designed to assist low-to-middle income households purchase a NSP eligible property. Income limits are established by the Federal government and adjusted for the number of people who live in your household. The program verifies the current household income of individual who intend to occupy the property and projects it 12 months forward to determine income eligibility. Please refer to the income limits chart as a guide. This is the first step in determining if you qualify for purchase assistance from the City. See income chart on the last page.

Q. What do I do after I determine I meet the income guidelines?

After determining you meet the program income guidelines, you must get pre qualified for a mortgage by a registered lender. The registered lender list is posted on www.crafla.com. The City's assistance is a second mortgage to assist with down payment, closing cost and principal buy down only. The City is not providing funds for the entire purchase of your home.

Q. How much assistance is the City providing?

The amount of assistance varies by income category. Please refer to program application or instructions.

Q. Is the assistance from the City a grant or a loan?

The assistance provided by the City is in the form of a 0% interest deferred loan. A deferred loan means that you will not have to make payments on the assistance provided by the City. You will not be required to pay the loan back as long as the property remains your primary residence (homestead property) and there is no change in title or ownership during the term of the deferred loan. A buyer may refinance at anytime during the affordability period, however if any cash is taken from the equity of the property, the loan will become due in full.

Q. Do I have to purchase a foreclosed property?

Yes. The City's NSP program is designed to address the number of foreclosed and vacant properties in the community. Properties must be foreclosed, vacant and purchased at a discount of at least 1% of the current appraised value.

Q. Is there a specific area where I must purchase?

Yes. Please refer to the City's target area map.

Q. Do I need to be a first-time homebuyer?

No. Under the City's NSP program this is not a requirement. However, at the time of application and prior to closing, you can not own any other residential property.

Q. How long will it take to know if I am approved?

All information (income, assets, etc) presented on your purchase assistance application must be verified by third-party. If there is a conflict of interest, it must be cleared by City and HUD. After this process is complete, you will receive a Notice of Eligibility/Pre-Award. This is also based on funding availability. The amount of time it will take to know if you are approved depends on the number of applications received and order in which your application was submitted.

Q. Do I have to make a financial contribution towards the purchase of the home?

Yes. You must contribute a MINIMUM of 1% of the purchase price of your own verifiable funds toward the transaction. Also keep in mind that you must pay for upfront inspections and an appraisal.

Q. If a large earnest money deposit is provided with the purchase contract; can I receive funds back at closing?

No. The program does not allow funds to go back to the borrower at closing.

Can my required 1% be a gift?

No. You must have at least 1% of the purchase price of your own verifiable funds to contribute to the transaction.

Q. Is it necessary to be a current resident of the City to apply for this assistance?

No. You do not have to be a current resident of the City.

Q. Can I choose any property?

No. Eligible properties include any single family home, condo, town house, or villa that has been foreclosed upon and are vacant that are located within the target area.

Q. Can I use the money for my down payment?

Yes. Assistance from the City may be utilized for down payment.

Q. Can I use the money for my closing costs?

Yes. The money can be used for 100% of your closing costs as long as it is approved by the lender.

Q. Can I use the money to lower the principal amount of the loan?

Yes. If you qualify the money can be used to reduce the principal of the loan based on the lender's approval.

Q. Is there a limit to the purchase price of my new home?

Yes, the purchase price may not exceed \$250,000.

Q. Do I have to pay the money back?

No. The money is provided in the form of a 0% interest, deferred payment loan secured by a second mortgage and a promissory note. The loan will be forgiven in its entirety at the end of an affordability period which is determined by the loan amount and begins at the date of settlement. If the property is sold or the title is transferred before the end of the affordability period is over, the loan must be paid back.

Q. I am married. Can I apply by myself?

No. Your spouse will have to apply with you.

Q. My spouse is out of the country, can I apply by myself?

No. He/she will have to fill out the entire application as a co-applicant.

Q. I am separated from my spouse. Can I still apply for assistance?

Only if you can verify separation by providing your personal federal income tax returns for the last 5 consecutive years and provide further evidence that your spouse no longer lives with you. For example a copy of spouse's driver's license and utility bill, showing spouse's current address.

Q. Do I need to be able to show proof of residency for my spouse?

Yes. If you are married your spouse must be on the application and both of you must show proof of residency.

Q. Can I use a friend or relative to help me qualify?

Only individuals who are going to live in the property can be used to qualify. Non occupying co-borrowers are not allowed for this program.

Q. Do I have to search for a property on my own?

No. You may work with any realtor/professional or search independently for your desired property. A list of realtors who have expressed interest in the program and who currently market foreclosed properties will be available at www.crafla.com. The City is not responsible for finding the property for you.

Q. Can I use my own lender?

No. A list of the program's registered lenders is available online at www.crafla.com.

Q. Do I need good credit to receive assistance?

Credit will be reviewed by the mortgage lenders. Pre-registered lenders are using specific underwriting criteria to determine whether you qualify for a mortgage. The City's purchase assistance program requires that you must obtain a pre-qualification or pre-approval letter from an approved lender in order to submit a purchase assistance application to the City.

Q. Will I know how much I can afford?

Yes. You must get pre-approved for an amount you can afford by a lender before you submit your application to us.

Q. Can I purchase a new construction property?

No - unless you can document the property has been foreclosed upon.

Q. Can I purchase a short sale?

No. A property being sold through a short sale process is not considered foreclosed.

Q. Will I ever be able to refinance my home?

You will be able to refinance your home at any time; however, if you refinance your home and take cash from the equity of your home during the affordability period, the loan will become due in full.

Q. Can I get a house for free?

No. The maximum benefit is limited to 20-50% of the purchase price, depending on your income category.



Coral Springs NSP Lender's Contact List

Lender	Loan Officer	Location	Phone Number	Mobile	<u>E-Mail</u>
Access Lending, Inc.	Carlos Eliseo	Jupiter, FL 33477	561-746-1484	561-252-1552	carlos@accesslendinginc.com
AFS Mortgage, Inc.	Hector DeLao	Tallahassee, FL 32308	850-877-3990	850-443-8310	Hector@AFSHarmony.com
Amerifirst Funding Inc.	Theresa Schmitz	Ft. Lauderdale, FL 33309	954-771-6604		terri@amerifirstfl.com
Amerifirst Funding Inc.	Eric Fifelski	Ft. Lauderdale, FL 33309	954-771-6604		eric@amerifirstfl.com
Bank Atlantic	Robin Holley	Fort Lauderdale, FL 33309	954-940-5429	954-557-5591	rholley@bankatlantic.com
Bank Atlantic	Edith Bynes	Fort Lauderdale, FL 33309	954-940-5435		ebynes@bankatlantic.com
Bank of America	Travis King	Fort Lauderdale, FL 33309	954-308-9584	954-579-3372	travis.b.king@bankofamerica.com
Bank of America	Bobby Fountain	Plantation, FL 33322	954-832-3024		robert.w.fountain@bankofamerica.com
Bank of America	Bonnie Gould	Plantation, FL 33322	954-832-3025	954-817-8079	bonnie.gould@bankofamerica.com
BMS	Arturo Abascal	Miami, FL 33155	305-445-9003		aabascal@bmscorp.net
Baybridge Home Lending	Gary Chin	Miami, FL 33131	305-960-8917	305-766-5279	gchin@baybridgere.com
Chase	Patrick Eichholtz	Pembroke Pines, FL 33027	954-257-0014	954-257-0014	patrick.e.eichholtz@chase.com
Circle Mortgage	Joe DeSanti	Hollywood, FL 33024	954-981-6800	954-610-3322	jdesanti@circlemortgage.com
Circle Mortgage	Rob Cosentino	Hollywood, FL 33024	954-981-6800	954-868-5550	rcosentino@circlemortgage.com
Equitable Mortgage	Rafael Cabrera	Miami, FL 33183	305-408-8045		rcabrera@emilending.com
Fidelity Financial (now known as United Mortgage Partners)	Juan Robles	Pembroke Pines, FL 33024	954-862-2208	754-235-4128	juan@fidelityfinancial.org
Fidelity Financial (now known as United Mortgage Partners)	Craig Prickett	Pembroke Pines, FL 33024	954-862-2208	954-558-4430	craig@firstfloridafin.com
Fidelity One Mortgage	Cecile Ciliberto	Margate, FL 33073	954-341-3510	954-540-5696	c.ciliberto@yahoo.com
First Family Mortgage	Julaine Lopez Smith	Cooper City, FL 33330	954-670-1825	754-423-3833	jlopezsmith@1fmtg.com
Flagship Financial	Lisa Kislia	Ft. Lauderdale, FL 33309	954-771-8984	561-289-4534	flagshipfinancial@msn.com



Coral Springs NSP Lender's Contact List

Lender	Loan Officer	Location	Phone Number	Mobile	E-Mail
Florida Atlantic	Richard Jean	Margate, FL 33073	954-968-4181	954-520-2514	richjean13@aol.com
Gibraltar Private	Juan Rojas	Coral Gables, FL 33134	305-476-5545	786-207-4752	irojas@gibraltarprivate.com
Gulf Atlantic Funding	Jose Rosario	Davie, FL 33328	954-252-1760	954-369-6228	rosariomortgage@hotmail.com
Interstate Capital *- All cities except Pines	Devon Stubbs	Coral Springs, FL 33065	954-752-9991		devonstubbs@extramortgageinfo.com
Access Lending, Inc.	Carlos Eliseo	Jupiter, FL 33477	561-746-1484	561-252-1552	carlos@accesslendinginc.com
AFS Mortgage, Inc.	Hector DeLao	Tallahassee, FL 32308	850-877-3990	850-443-8310	Hector@AFSHarmony.com
Amerifirst Funding Inc.	Theresa Schmitz	Ft. Lauderdale, FL 33309	954-771-6604		terri@amerifirstfl.com
Amerifirst Funding Inc.	Eric Fifelski	Ft. Lauderdale, FL 33309	954-771-6604		eric@amerifirstfl.com
Kiesel Mortgage	Charles Kiesel	Cooper City, FL 33026	954-430-4510		charlie@kieselmortgage.com
Landon Financial	Mark Landon	Margate, FL 33063	954-682-9952		Mark@landonfinancial.com
Lakes Mortgage Company	Marilyn Pina	Miami Lakes, FL 33014	305-823-8484		mpina@lakesmortgage.net
Lakes Mortgage Company	Maria Garcia-Casals	Miami Lakes, FL 33014	305-823-8484		lakeshomeloans@aol.com
Neighborhood Housing Services	Jorge Diaz-Silveira	Ft. Lauderdale, FL 33311	305-751-5511		jorged@mdnhs.org
Marlin Mortgage	Raja Hayder	Miramar, FL 33023	954-442-4748	954-394-1067	marlinmort@yahoo.com
Meridian Financial	Tammy Venter	Lake City, FL 32025	386-755-9000		flmortgagefinance@aol.com
Mortgage Consultants	Emelina Perez-Abreu	Hialeah, FL 33016	305-819-0100		mconsultantsinc@gmail.com
Preferred Trust	Glenn Kennedy	Ft. Lauderdale, FL 33308	954-873-9587	954-802-7133	glennkennedy@preferredtrust.com
Preferred Trust	Nona Kennedy	Sunrise, FL 33323	954-560-6662	954-560-6662	nonaken@bellsouth.net
Preferred Trust	Paula Severino	Ft. Lauderdale, FL 33308	954-873-9587		paulaseverino@preferredtrust.com
Southeast American	Janette Davis	Pembroke Pines, FL 33024	954-967-0584		jdavis@southeastamerican.com

- Please contact a lender on this list to start the approval process.
Community Redevelopment Associates of Florida, Inc does not endorse any listed Lender. Neither does any participating municipality. 9/8/09.

Updated 4/30/10 - All Previous Versions Outdated



HUD Approved Home Education Counselors

BROWNSVILLE CDC	P: 305-636-2046 F: 305-636-2047 E: asd@brownsvillerevolution.org W: n/a	4520 NW 27th Avenue Unit 3 Miami, Florida 33142	English, Spanish
CCCS OF BREVARD	P: 321-259-1070 F: 321-259-5202 E: roy@fccbrevard.com W: www.cccsbrevard.org	2046 14th Ave Vero Beach, Florida 32960-3430	English Only
CCCS OF GREATER ATLANTA - WEST PALM BEACH BRANCH	P: 561-434-2544 T: 800-330-2227 F: 561-434-2540 W: www.cccsinc.org	700 South Dixie Highway, Suite 103 West Palm Beach, Florida 33401	Spanish
CUBAN AMERICAN NATIONAL COUNCIL, INC. - MIAMI	P: 305-642-3484-129 F: 305-649-0302 E: jgarcia@cnc.org W: www.cnc.org	1223 SW 4th STREET MIAMI, Florida 33135	Spanish
DEERFIELD BEACH HOUSING AUTHORITY	P: 954-425-8449-110 F: 954-425-8450 E: pamedavis@bellsouth.net W: dbhaonline.org	533 S. Dixie Hwy Deerfield Beach, Florida 33441	Creole
HAVEN ECONOMIC DEVELOPMENT INC.	P: 305-635-3398-105 F: 305-795-6151 E: hmillman@haveneconomic.org W: HAVENECONOMIC.ORG	140 NE 83rd Street Miami, Florida 33138	Creole, English, French, Spanish
HOPE HUMAN RESOURCES DEVELOPMENT	P: 305-826-9343 F: 305-687-4588 E: hopehrd@yahoo.com W: n/a	2305 Sheridan Street Hollywood, Florida 33020	English
HOUSING FOUNDATION OF AMERICA	P: 954-923-5001 E: markon2@juno.com W: n/a	2400 N University Drive # 200 Pembroke Pines, Florida 33024	English Only
MIAMI BEACH COMMUNITY DEVELOPMENT CORP	P: 305-538-0090 F: 305-538-2863 E: karl@miamibeachcdc.org W: www.miamibeachcdc.org	945 Pennsylvania Avenue 2nd Floor Miami Beach, Florida 33139	Spanish
MIAMI DADE NEIGHBORHOOD HOUSING SERVICES, INC	P: 305-751-5511-1117 F: 305-751-2228 E: royc@mdnhs.org W: www.mdnhs.org	300 NW 12th Avenue Miami, Florida 33128	French, Spanish
NEW VISIONS COMMUNITY DEVELOPMENT CORPORATION	P: 954-768-0920 F: 954-768-0954 E: Jtufts@mtbbc.org W: n/a	950 NW 11 th Ave. Ft. Lauderdale, Florida 33311	English Only
OPA-LOCKA COMMUNITY DEVELOPMENT CORPORATION	P: 305-687-3545-239 F: 305-685-9650 E: Bonnys@olcdc.org W: www.olcdc.org	490 Opa-Locka Boulevard Suite 20 Opa-Locka, Florida 33054	English Only



HUD Approved Home Education Counselors

REAL ESTATE EDUCATION AND COMMUNITY HOUSING, INC	P: 561-491-1681 T: 800-416-0793 F: 561-712-9993 E: mchall@reach4housing.org W: www.reach4housing.org	8409 N. Military Trail, Suite 110 Palm Beach Gardens, Florida 33410	Creole, English, Spanish
SOUTH FLORIDA BOARD OF REALISTS	P: 954-297-5011 F: 305-653-8242 E: gailalaw@gmail.com W: n/a	610 NW 183rd Street Suite 206 Miami, Florida 33169	English Only
SOUTH FLORIDA BOARD OF REALTORS	P: 305-653-3580 E: into@sfborfoundation.org W: n/a	610 NW 180 Str. #206 Miami, Florida 33169	English Only
SPIINAL CORD LIVING-ASSISTANCE DEVELOPMENT, INC	P: 305-887-8838 F: 305-884-7606 E: www.mail@sclad.org W: www.sclad.org	240 E. First Avenue - Suite 122 Hialeah, Florida 33010	English, Spanish
TRINITY EMPOWERMENT CONSORTIUM	P: 305-248-4553 F: 305-777-8835 E: info@trinityempowers.org W: n/a	15260 SW 280th Street # 206 Homestead, Florida 33032	English Only
URBAN LEAGUE OF BROWARD COUNTY	P: 954-625-2570 F: 954-321-2276 E: cbiscardi@ulbcfl.org W: n/a	11 NW 36 Avenue Fort Lauderdale, Florida 33313	English Only
URBAN LEAGUE OF BROWARD COUNTY (BRANCH OFFICE)	P: 954-625-2574 F: 954-321-2276 E: Cbiscardi@ULBCFL.ORG W: n/a	3521 West Broward Boulevard Suite 201 Fort Lauderdale, Florida 33311	English Only
URBAN LEAGUE OF PALM BEACH COUNTY, INC.	P: 561-833-1461-25 F: 561-833-6050 E: weat6347@bellsouth.net W: www.ulpbc.org	1700 N Australian Avenue West Palm Beach, Florida 33407	English Only
VISION TO VICTORY DESTINATION HOME	P: 305-691-3464 F: 305-953-8327 E: MBryant@vvhsc.com W: n/a	13230 NW 7th Avenue N. Miami, Florida 33168	English

For additional counselors, visit:
<http://www.hud.gov/offices/hsg/sfh/hcc/hcs.cfm?weblistaction=summary>