

THE USE OF WHITE OUT IS PROHIBITED



**CITY OF GREENVILLE
HOUSING DIVISION**
201 West 5th Street
Greenville, North Carolina 27835

AFFORDABLE HOUSING PROGRAM
City of Greenville 20% HOME Grant / COG 10% No-Interest Loan

Date: _____

I. PROPERTY DATA:

Revitalization Area (Y) (N)

Income: (Very Low) (Low)

PROPERTY DESCRIPTION:

Parcel #: _____ **Address:** _____

II. GENERAL DATA: (Applicant information)

Name: _____ **Head of Household?** Yes _____ No _____
SSN: _____ **Date of Birth:** _____ **Race:** _____
Are you an U.S. Citizen? _____ **Or a legal alien?** _____
Home Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Mailing Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Telephone No. (home) _____ **(work)** _____
Marital Statue: Married _____ Widowed _____ Single _____ Divorced _____ Separated _____

III. HOUSEHOLD FAMILY COMPOSITION: (List all persons who will reside in your house.)

ADULTS (legal name includes all persons 18 years or older)	DATE OF BIRTH	RELATION- SHIP TO HOH	SOCIAL SECURITY NUMBER	RACE	MARRIED (M) WIDOWED(W) SINGLE (S) DIVORCED(D)

CHILDREN (name as it appears on Social Security Card)	DATE OF BIRTH	RELATION- SHIP TO HOH	SOCIAL SECURITY NUMBER	RACE	ABSENT PARENT'S NAME

IV. EMPLOYMENT INFORMATION: *If NOT employed, please indicate.*

HEAD OF HOUSEHOLD:		SPOUSE / COHABITANT:	
Employer Name	_____	Employer Name	_____
Address	_____	Address	_____
Phone No.	_____	Phone No.	_____
Occupation	_____	Occupation	_____
Length of Employment	_____	Length of Employment	_____



V. MONTHLY INCOME: *You must disclose all income.*

	HEAD of HOUSEHOLD	SPOUSE/COHABITANT	OTHER
Employment (Incl. OT, etc)	\$ _____	\$ _____	\$ _____
Social Security	\$ _____	\$ _____	\$ _____
V.A.	\$ _____	\$ _____	\$ _____
Pension	\$ _____	\$ _____	\$ _____
Gross Income Real Estate	\$ _____	\$ _____	\$ _____
Welfare	\$ _____	\$ _____	\$ _____
Income from others	\$ _____	\$ _____	\$ _____
Child Support	\$ _____	\$ _____	\$ _____
Other Source	\$ _____	\$ _____	\$ _____
Total	\$ _____ (A)	\$ _____ (B)	\$ _____ (C)
		\$ _____	\$ _____
GRAND TOTAL INCOME (A+B+C):	\$ _____	X 12 (months) =	\$ _____ (D)

VI. ASSETS: *You must provide documentation supporting balances of all accounts. (2 months of current bank/Investment statements, etc.)*

ASSET TYPE	ACCOUNT #	LOCATION	BALANCE (A)	PROJECTED INCOME (B)
Saving Account	_____	_____	\$ _____	\$ _____
Checking Account	_____	_____	\$ _____	\$ _____
401 (K) / Pension	_____	_____	\$ _____	\$ _____
Marketable Securities	_____	_____	\$ _____	\$ _____
Property	_____	_____	\$ _____	\$ _____
Other	_____	_____	\$ _____	\$ _____
TOTAL	PROJECTED ANNUAL INCOME FROM ASSETS			\$ _____ (B)

VII. INCOME SUMMARY:

Income: Employment/Other	\$ _____	 Section V. Total from (D)		
Income from Assets	\$ _____	 Section VI. Total from (B)		
Total Annual Income	\$ _____	_____	%	Percentage of Median Income

VIII. TOTAL INCOME FROM PREVIOUS YEAR:

HEAD OF HOUSEHOLD	SPOUSE	OTHER
\$ _____	\$ _____	\$ _____
<i>(Please circle appropriate income level (Very Low or Low on page 1))</i>		

IX. CURRENT MONTHLY EXPENSES:

EXPENSES	HEAD OF HOUSEHOLD	SPOUSE/COHABITANT	OTHER
Car Payment(s)	\$ _____	\$ _____	\$ _____
Credit Card(s)	\$ _____	\$ _____	\$ _____
Personal Loan(s)	\$ _____	\$ _____	\$ _____
Other Loan(s) (Student Loans- need letter if deferred)	\$ _____	\$ _____	\$ _____
Child Support / Alimony (being paid out)	\$ _____	\$ _____	\$ _____
Other Payment(s) (Medical Bills, etc.)	\$ _____	\$ _____	\$ _____
Total(s)	\$ _____	\$ _____	\$ _____
	_____	_____	_____

X. CURRENT MONTHLY LIVING EXPENSES:

LIVING EXPENSES	HEAD OF HOUSEHOLD	SPOUSE/COHABITANT	OTHER
Rent	\$ _____	\$ _____	\$ _____
* Utilities	\$ _____	\$ _____	\$ _____
* Telephone (Home & Cell)	\$ _____	\$ _____	\$ _____
* Cable	\$ _____	\$ _____	\$ _____
Groceries	\$ _____	\$ _____	\$ _____
Savings Deposit	\$ _____	\$ _____	\$ _____
Insurance (Car & Life)	\$ _____	\$ _____	\$ _____
Miscellaneous	\$ _____	\$ _____	\$ _____
Total(s)	\$ _____	\$ _____	\$ _____
	_____	_____	_____

* PLEASE PROVIDE A COPY OF MOST RECENT BILL

AFFORDABLE HOUSING PROGRAM
Downpayment Assistance Application

I / We certify that the above information is true to the best of my / our knowledge. I / We further authorize the City of Greenville or its agent to make all inquiries deemed necessary to verify all information provided on this application and related material. The undersigned also authorizes the City of Greenville or its agent to answer questions and inquiries from others seeking credit experience information about the applicants.

By signing this application, I / We certify that the property shall be My / Our principle residence.

Applicant's Signature

Date

Co-Applicant's Signature

Date

Information Below To Be Completed By Staff:

RECOMMENDATION OF APPLICATION:

Loan Approved : _____ Loan Denied: _____

Approved Amount of Assistance

City 10% No-Interest Loan

\$ _____

(10% of Sales Price Max)

☐

Incorporated City Limits of
Greenville

HOME Grant

\$ _____

(20% of Sales Price Max \$20,000)

☐

Incorporated City Limits of
Greenville

☐

45-Block Project

University Area DPA

\$ _____

(5% of Sales Price Max \$10,000)

☐

Univ Target Area

Self-Help Partnership

Affordable Housing Committee Chair

Date

Housing Division Administrator

Date

Community Development Department Director

Date

Note: If the amount of assistance is \$10,000 or above the application must be approved by the City Manager.

City Manager

Date

NCHFA 20% Loan Pool: North Carolina Housing Finance Agency (NCHFA) approves all applications for the NCHFA 20% Deferred Loan.

Requested loan amount

\$ _____

☐

45-Block Project

(Cap is \$25,000)

☐
**New
Const**

☐
**Gut
Rehab**

Planner II- Housing Division

Date Submitted

WHAT TO SUBMIT WITH YOUR APPLICATION

_____ Copy of Credit Report- You can request a free credit report every year at www.annualcreditreport.com or by calling 1-877-322-8228. Please review your credit report for correctness and that all bills are current. All outstanding charged-off accounts, liens, and judgments must be paid in full. However, small medical bills can be on a written payment plan. **Please write a letter explaining all negative items on your credit report.**

_____ Copy of the Lender's Good Faith Estimate and Pre-qualification letter based on the review of your credit report. You need to get pre-qualified to know how much you can borrow and the cost involved in purchasing a home.

_____ Verification of Employment / Income form completed & returned by your employer.

_____ Verification of Rental form completed & returned by your landlord.

_____ Pay stubs for the most recent two (2) months.

_____ Signed Tax Returns with W-2's for the past two (2) years. (If you are self-employed include a Profit / Loss Year to Date Statement).

_____ Copy of last two (2) Bank Statements for all accounts (checking, saving, IRA's, 401K, etc.).

_____ Signed copy of Offer to Purchase or Contract with Builder.

_____ Copy of First Time Homebuyers Certificate(s). The next class is _____.

_____ Proof of Social Security or Public Assistance Payments.

_____ Proof of receipt or payment of Child Support with copy of court order for child support.

_____ Proof of receipt or payment of Alimony.

_____ Copy of Divorce Decree or Legal Separation (only if less than one year).

_____ Gift Letter (If you are receiving funds from a relative).

_____ Photo ID (18+) and Social Security Card for all members of the household.

_____ Other: _____

NOTE: Mortgage Contact Person: _____

Phone Number: _____