



Community Redevelopment Agency
Down Payment Assistance Application

DOWNPAYMENT ASSISTANCE PROGRAM INFORMATION

Program Overview

The Community Redevelopment Agency's (CRA) Downpayment Assistance Program offers home buyers in the City of Bartow's, CRA District up to twenty-five percent (25%) of the purchase price of an improved property, up to a maximum of thirty thousand dollars (\$30,000.00) in down payment assistance in the form of a deferred, non-amortizing, zero percent interest second mortgage.

Program Eligibility and Activities

A recipient of assistance would be required to establish the purchased property as their primary permanent residence and remain on the property as a homesteader for five (5) years. If a recipient sells, transfers, rents, or leases the property within five (5) years of the date of purchase, the recipient would be required to repay to the CRA a portion of the total down payment assistance received prorated at the rate of twenty percent (20%) for each year or part thereof remaining in the recipient's five (5) year homestead commitment.

Homebuyers who purchase a vacant lot with the intent to build a new home or homebuyers who purchase a home that requires significant rehabilitation are eligible to receive a down payment assistance incentive; however, that financial assistance from the CRA will only be disbursed after the home has been constructed or the home has been fully renovated. The CRA is willing to provide a letter of commitment to an approved Applicant's lending institution. Award funds can only be applied to the principal mortgage.

Applicants are eligible to finance the balance to purchase the homestead by personal funds or by mortgage loan. If a mortgage loan is obtained to purchase the property, the CRA requires the mortgage to be a conventional fixed-rate mortgage. Applicants may not use an interest-only or adjustable-rate mortgage (ARM) to finance the balance of the purchase of the homestead. New construction, existing structures, and homes requiring renovation are all eligible.

This program cannot be combined with other CRA programs and approval of funding incentives is based on budget availability and will be considered on a first-come, first-served basis.

Grant Process

An Applicant must complete the purchase of the home within (a) six (6) months from the date the Agency approves the assistance request for the purchase of an existing home; or (b) within one (1) year from the date the Agency approves the assistance request for the building of a new home or completion of rehabilitation of a home, or the funding will expire. Additional one-time extensions may be granted by the CRA Board of Commissioners under special and unique circumstances.

Every Applicant must provide the following information to CRA Staff:

1. A completed application form.
2. Photographs of the existing house (if any).

3. Schematic drawings illustrating the proposed new house (if building).
4. Pictures with project description outlined (if renovating).
5. Completion Certification of Home Buyers Programs.

Disbursement of Funds

Funds used to purchase existing homes will be disbursed at the closing of the property or the closing of the permanent loan on the completion of the project for new home builds.

The Applicant must provide the following information prior to disbursement:

1. A copy of the Contract to Purchase, Loan Commitment, or Agreement with Builder.
2. Written notification from the Applicant that the closing is scheduled (at least seven (7) days in advance).
3. A proposed Closing Disclosure or HUD-1 Settlement Statement (at least seven (7) days in advance).

Recipients of assistance should be prepared to provide to the CRA, at the Agency's request, financial documents that are related to the purchase, construction project, or rehabilitation project, including applicable contractor and subcontractor releases of lien, receipts or bills for materials purchased, invoices from contractors and subcontractors, and canceled checks, bank statements or satisfied invoices showing payments made to contractors and subcontractors, where applicable.

In addition, at closing and before disbursement, the Applicant will be required to sign a mortgage document in favor of the CRA Board of Commissioners to secure performance of the minimum five (5) year homestead requirement.

The Community Redevelopment Agency staff will administer the Downpayment Assistance program and applications will be accepted on a rolling basis. Funding for this program is based on budget availability and will be considered on a first-come, first-served basis. Application submission does not guarantee approval. Applications will be reviewed for completeness and compliance with program criteria to determine eligibility for grant funding. Applications that do not comply with the program criteria and conditions will not be eligible for funding. Downpayment Assistance will not be provided in the event the applicant receives cash.

DOWNPAYMENT ASSISTANCE APPLICATION

Demographic Information

Name: _____ Email Address: _____

Phone Number: _____ Alt Phone Number: _____

Address: _____ City: _____

Living Status: Renter Current Homeowner Other

Other Explanation: _____

First-Time Home Buyer Yes or No If No, Previous number of homes owned: _____

Total Cost of Home: _____ DPA Requested: _____
(Standard CRA Funding is \$15,000)

Property Information

New Home/Lot Address: _____ City: _____

Property Owner (By Deed): _____

Property Legal Description: _____

Does the Property have existing liens or judgments: Yes or No

Lien or Judgment information: _____

Property listed as Homestead: Yes or No

Type of Mortgage Loan: _____

Lender/Financial Institute Name: _____

Agent Name: _____ Contact Number: _____

Email Address: _____

Applicants may not use an interest-only or adjustable-rate mortgage (ARM) to finance the balance of the purchase of the homestead.

Incomplete Application Submission will not be Reviewed for Approval.

1. Is financial funding available for the Home Purchase? Yes or No.
Please submit financial approval documentation with the application for review.

2. Will this property be the primary residence? Yes or No

3. Is homeownership viable without CRA funding? Yes or No

4. If requesting more than \$15,000, what is the reason for the request? _____

5. Home Buyers Training Program within the last twelve Months? Yes or No

Name of company that provided Training: _____

Title Company Information Name: _____

Agent Name: _____ Contact Number: _____

Email Address: _____ Website: _____

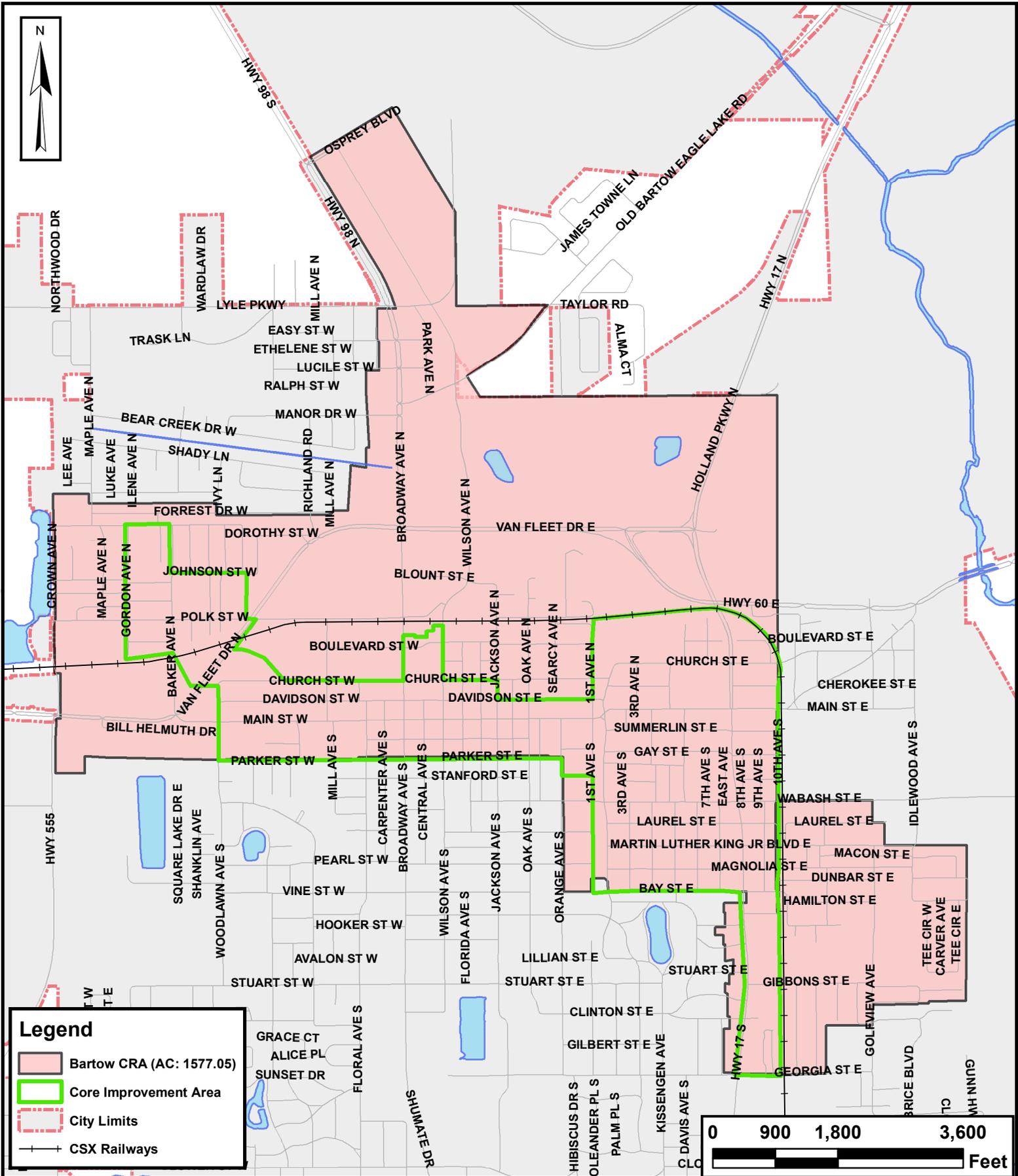
Program Documents for Submission

- Site/Property Photos Renderings/Concept Images
- Copy of the Contract to Purchase, Loan Commitment, or Agreement with the Builder
- Closing Disclosure or HUD-1 Settlement Statement (minimum ten (10) days in advance)
- Home Buyers Training Certification
- Loan PreApproval Letter (If Applicable)

Note: If payment assistance is approved, the Applicant will be required to sign a mortgage document in favor of the CRA Board of Commissioners to secure performance of the minimum five (5) year homestead requirement.

Applicant Signature: _____ Date: _____

Funding for incentives is based on budget availability and will be considered on a first-come, first-served basis.



Bartow CRA 1,577.05 Acres

January 2021

Core Improvement Area

City of Bartow

