



## Workforce Housing Down Payment Assistance Program

Dear Neighborhood Lender,

Thank you for participating in the Homes4NC Down Payment Assistance program. Homes4NC is the housing foundation for the North Carolina Association of REALTORS®. We are a 501(c)(3) public charity whose purpose is to increase safe, decent and affordable housing for all North Carolinians. We do this by raising funds from caring donors and by providing grants to nonprofit organizations that help low- and moderate-income families with their housing needs. We also provide emergency disaster relief and educational programs that increase housing opportunities. We are offering a \$2,000 down payment assistance grant for buyers that meet certain employment and income guidelines with other stipulations. Our program focuses on those critical neighborhood workers -- such as teachers, firefighters and nurses -- who don't earn enough to afford the average-priced home in the community they serve. Here are the requirements:

- Applicants must be employed by local, state, or federal government, or in the healthcare or education field.
- Household income limits apply and you will find them on the last page of the application.
- Buyer must be purchasing a primary residence
- Buyer must have \$500 of their own funds in the transaction (not counting gift funds)
- Only one grant is allowed per household per transaction
- Buyer must complete a pre-purchase Homebuyer Education Program from a HUD approved agency prior to making application
- No cash back at closing
- Buyers must be clients of a certified Workforce Housing Specialist, a certification program for REALTORS® with expert knowledge on the federal, state and local housing programs and resources available to serve workforce housing buyers earning less than the area median income.

Please complete the application attached for your buyer client and submit to Homes4NC within 21 days of closing. You must also include a copy of the Homebuyer Education completion certificate and a W-9 completed by the buyer. The grant check will be sent directly to the closing attorney in time for closing.

Feel free to contact us with any questions you might have about our program!

**Bryan M. Jenkins**  
**N.C. Association of REALTORS®**  
**4511 Weybridge Lane**  
**Greensboro, NC 27407**  
**336-294-3112 (direct)**  
**336-299-7872 (fax)**  
[bjenkins@ncrealtors.org](mailto:bjenkins@ncrealtors.org)



## Workforce Housing Down Payment Assistance Program Application/Lender Checklist

	<p><b>Applicant Name and Address/Phone #/E-mail:</b>          Name: _____          Current Address: _____          Subject Property Address: _____          Phone: (____) _____ e-mail: _____</p>
	<p><b>Buyer's Agent and Address/Phone #/E-mail (for Applicant):</b>          Buyer's Agent: _____          Address of Agent: _____          Phone: (____) _____ e-mail: _____</p> <p style="color: red; text-align: center;"><b>Note: Buyer's Agent must be a currently certified Workforce Housing Specialist in order to qualify for this program</b></p>
	<p><b>Program Requirements</b>  <b>(To be completed by applicant's Loan Originator)</b></p>
1.	<p>Is applicant employed by local, state or federal government, or in public health/public safety (nurse, EMS, police, firefighters, medical assistants), or education field? <b>Yes / No</b>          (Please list name and address of employer)          Employer: _____ Job Title _____          Address: _____</p>
2.	<p>Does applicant meet income guidelines of 100% median income for 1-2 person household or 115% for 3+ person household? (See Chart) <b>Yes / No?</b></p>
3.	<p>Does applicant have \$500 of their own money in the transaction (not counting gift funds)?  <b>Yes / No?</b></p>
4.	<p>Has applicant completed a HUD approved homebuyer education program? <b>Yes / No?</b>          (Please provide a copy of certificate of completion)</p>
5.	<p>No Cash Back at closing (other than for reimbursement of pre-paid items).</p>
6.	<p>Estimated closing date: _____</p>
7.	<p>Closing Attorney Name, address, phone number, email:          Name: _____          Address: _____          Phone: (____) _____ Fax: (____) _____          e-mail: _____</p>



I certify that this information is accurate and true.

Lender \_\_\_\_\_

Address/Phone \_\_\_\_\_

Email \_\_\_\_\_

Loan Originator Name (Please Print) \_\_\_\_\_

Loan Originator Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit to Bryan Jenkins at [bjenkins@ncrealtors.org](mailto:bjenkins@ncrealtors.org)

or mail to: **4511 Weybridge Lane, Greensboro, NC 27407** 21 days prior to estimated closing date.

Questions? Call Bryan Jenkins at **336-294-3112** or email at [bjenkins@ncrealtors.org](mailto:bjenkins@ncrealtors.org)

Package will be sent directly to closing attorney to include the following:

- Grant check and a disclosure to applicant that the grant is a gift and does not require repayment
- Request to submit copy of HUD to Homes4NC after closing
- If closing does not occur, the grant check must be returned to Homes4NC within 5 business days



## Homes4NC 2014 Income Limits

<b>County or MSA</b>	<b>Maximum Income Limits *</b>	
	<b><u>1 - 2</u></b>	<b><u>3+</u></b>
<b>Asheville MSA</b>		
<b>(Buncombe, Henderson, Madison)</b>	<b>\$64,500</b>	<b>\$75,000</b>
<b>Charlotte MSA</b>		
<b>(Cabarrus, Gaston, Mecklenburg, Union)</b>	<b>\$75,000</b>	<b>\$85,000</b>
<b>Currituck County</b>	<b>\$85,000</b>	<b>\$85,000</b>
<b>Dare County</b>	<b>\$83,000</b>	<b>\$85,000</b>
<b>Greensboro-High Point MSA</b>	<b>\$65,000</b>	<b>\$76,000</b>
<b>(Guilford, Randolph)</b>		
<b>Iredell County</b>	<b>\$67,500</b>	<b>\$78,000</b>
<b>Durham MSA</b>		
<b>(Chatham, Durham, Orange)</b>	<b>\$81,000</b>	<b>\$85,000</b>
<b>Winston-Salem MSA</b>		
<b>(Davie, Forsyth, Stokes, Yadkin)</b>	<b>\$61,500</b>	<b>\$70,500</b>
<b>Raleigh-Cary MSA</b>		
<b>(Franklin, Johnston, Wake)</b>	<b>\$75,000</b>	<b>\$85,000</b>
<b>Wilmington MSA</b>		
<b>(Brunswick, New Hanover)</b>	<b>\$75,000</b>	<b>\$85,000</b>
<b>All Other Counties (not listed above)</b>	<b>\$56,000</b>	<b>\$64,000</b>

\* Number of people living in the household.