



OPERATION 1ST HOME

HOMEOWNERSHIP AND DOWN PAYMENT ASSISTANCE PROGRAMS FOR THE COUNTY OF CHESTERFIELD (RACHEL'S WAY)

- You must be a first time homebuyer** (have not owned a home in three years).
- Cannot have any co-borrowers that are not a part of the household.
- You must meet the household income guidelines established by HUD for this Area. (Must be below 80% of the Area Median Income and be able to verify the income of all members of the household that will be living in the house).
- Cannot have more than 10% of the sales price in *liquid assets* (cash, savings, 401K, CD's etc.).
- Must attend an approved Homebuyer Education Class. We do not accept Online Certificates. We hold VHDA Homebuyer Classes monthly in our office.
- Must be able to get loan approval acceptable to our program guidelines. Your lender must be on VHDA's Approved Lender List: www.vhda.com
- You must use one of our Preferred Closing Agents for this forgivable loan program.
- Your *minimum* out of pocket investment in the transaction is 1% of the Sales Price of the house. Your POC's (paid outside of closing) which includes the Earnest Money Deposit, Appraisal fee, Credit Report, Lock in Fee, Inspection Report, will count toward your 1% contribution.
- All Judgments and collections must be satisfied before closing.
- We recommend a Whole House Inspection be done using an Inspector on our Approved List, but it is not required.
- We must have all required documents before we can approve you and order funds for closing. Funds can sometimes take up to 15 to 20 working days to arrive!

To help make our homes more affordable to all of our buyers, Down Payment and Closing Cost Assistance is attached to all of our homes for buyers above and below 80% of Area Median Income (AMI).

During the process please do not do anything that will potentially interfere with being approved for your Mortgage Loan i.e., run up your balances on your credit card(s), take out a new loan, buy an automobile, or go shopping for furniture and household items before closing. If you have any questions please give me a call!

Corey Harvey
Housing Counseling
804-231-4449 ex. 301
charvey@scdhc.com
www.scdhc.com

SOUTHSIDE COMMUNITY DEVELOPMENT & HOUSING CORPORATION

1624 Hull Street • Richmond, VA 23224 • (804) 231-4449 (Phone) • (804) 233-3020 (Fax)

**OPERATION 1ST HOME
APPLICATION**

HUD# _____

CMAX # _____

SCDHC HOP _____

DPA Only _____

1. PERSONAL INFORMATION

APPLICANT: _____ Date of Birth _____ Soc. Sec. No. _____
(Last) (First) (MI)

Residences for the past 2 years

From Month/Year	To Month/Year	Street Address City	State	Zip	Landlord's Name	Landlord's Address	Monthly Payment

Please name people who will live in the home

Name	Relationship	Date of Birth	Sex	Occupation	Monthly Income

CO-APPLICANT: _____ Date of Birth _____ Soc. Sec. No. _____
(Last) (First) (MI)

Residences for the past 2 years

From Month/Year	To Month/Year	Street Address City	State	Zip	Landlord's Name	Occupation	Monthly Payment

Comments:

2. EMPLOYMENT INFORMATION

APPLICANT:

List all work experience (beginning with your present position). List all jobs you have held in the last 5 years.

From Mo./Yr.	To Mo./Yr.	Employer's Name	Phone No.	Contact's Name	Reason for Leaving	Annual Salary	Position/Title
		Employer's Address					

CO-APPLICANT:

List all work experience (beginning with your present position). List all jobs you have held in the last 5 years.

From Mo./Yr.	To Mo./Yr.	Employer's Name	Phone Number	Contact Name	Reason for Leaving	Annual Salary	Position/Title
		Employer's Address					

3. BANKING INFORMATION

Name of Bank	Address	Type of Account	Account Number	Cur. or Avg. Bal.

4. ASSETS

Make and Model of Vehicle _____ Year _____

Make and Model of Vehicle _____ Year _____

5. LIABILITIES (List All Debts, including alimony, child support, banks, etc.)

Lender	Account Number	Original Amount Owed	Monthly Payment	Balance

Have you filed for bankruptcy in the last 10 years, if so please state why? _____

Do you have any outstanding judgments and collections? _____

I affirm that all of the answers given on this application are all true and accurate and made for the purpose of purchasing a home, applying for help with down payment assistance or to access other housing related services we offer. I authorize you to investigate my credit worthiness as part of the review process. I am aware that there is a \$20.00 charge Per Applicant for a Credit Report that must be paid at the time that services are rendered.

Signature of Applicant _____ Date _____

Signature of Co-Applicant _____ Date _____

Please submit this application to SCDHC located at 1624 Hull St. Richmond, VA 23224.

APPLICANT CHECKLIST

As we move forward we will need from you supporting documents that will include the following :

- The most recent pay stub for each job held
- A benefits letter (if you receive public benefits such as: SSI, SS),
- Court Order for Child Support
- Bank statements for the past three months for all accounts
- Income tax returns: 1040's and W-2's for the past two years
- If you have adverse credit issues, please include the following:
 - Verification of payments for Judgments, Collections, Taxes, Student Loans, Child Support etc.
- Discharge Letter if you have filed bankruptcy within the past ten years (you *may* also be asked for the list of creditors covered in the bankruptcy).

We may need additional information depending on individual program requirements so please do not throw away any documents while in this process. You will save valuable time and energy as a result.

Please do not leave any spaces blank, if they do not apply, please write/type, "NA" (not applicable)

To assist us in our future Marketing Efforts, please tell us how you heard about us _____



1624 Hull Street • Richmond, VA 23224 • www.scdhc.com
 Phone (804) 231-4449 • Fax (804) 233-3020

Intake Form

- Workshop
 VIDA
 Outreach
 Housing Tour
 DPA
 Homeownership
 Foreclosure Intervention

Date: _____ CMax #: _____ HUD# _____

Interested in being added to our mailing list

Client Information

Name: _____

Address: _____

Address 2: _____

City: _____ State: _____

County: _____ Zip: _____

Home Phone: _____ Preferred contact

Cell Phone: _____ Preferred contact

E-mail: _____ Preferred contact

SCDHC's mission is to "Transform Economically Distressed Neighborhoods into viable, thriving, and sustainable communities by providing quality, affordable homes, and homeownership counseling services". SCDHC is a HUD-Approved Housing Counseling Agency that provides one-on-one counseling for those looking to purchase their first home or prevent foreclosure. We also provide down payment assistance for eligible 1st time homebuyers, and facilitate monthly Homebuyer Education and Credit Workshops. SCDHC builds and renovates homes in the City of Richmond, Chesterfield and Henrico Counties, and provides a monthly tour of the homes. Please visit our website at www.scdhc.com for more information, or to register for a workshop or housing tour.

Referral Source: SCDHC Website
 River City Blues
 HUD
 Lender
 Real Estate Agent
 Friend

HUD Required Demographic Information

Please choose one response from each category, 1-6, below.

1. **Ethnicity:** Hispanic Non-Hispanic

2. **Race:** American Indian Asian Black/African-American
 Pacific Islander/Hawaiian White

3. **# in Household:** _____ **# Dependents:** _____

Gender: Male Female **Date of Birth:** _____

4. **Education Level:** No high school diploma High school diploma GED Vocational certificate
 College, no degree Associates degree
 Bachelors Degree Masters Degree Doctoral degree

5. **Marital Status:** Unmarried Married Divorced Active Military

6. **Citizenship:** US Citizen Resident Non-Resident Veteran

Household Income: _____ **Social Security #** _____ Rent Own Other

Co-Applicant: _____ **Social Security #** _____ **DOB:** _____

SOUTHSIDE COMMUNITY DEVELOPMENT & HOUSING CORPORATION AUTHORIZATION & DISCLOSURE

DISCLOSURE

Southside Community Development & Housing Corporation is an organization that provides homeownership counseling to homebuyers and foreclosure prevention counseling for homeowners. Southside Community Development & Housing Corporation assists clients through homeownership counseling and education services.

There are many real estate brokers, mortgage lenders and mortgage brokers and you, as a client of Southside Community Development & Housing Corporation, are free to choose whomever you please to provide these types of services to you.

AUTHORIZATION FORECLOSURE PREVENTION CLIENTS

I/We authorize Southside Community Development & Housing Corporation, its staff or representatives, to act on my/our behalf for the purpose of seeking a resolution with regard to the property listed above. I/We authorize our lending institution/mortgage company to fax, mail, or email any items requested by Southside Community Development & Housing Corporation in reference to our mortgage delinquency immediately. I understand that Southside Community Development & Housing Corporation provides foreclosure mitigation counseling after which I will receive a written action plan consisting of recommendations for handling my finances, possibly including referrals to other housing agencies as appropriate. I understand that Southside Community Development & Housing Corporation receives Congressional funds through the National Foreclosure Mitigation Counseling (NFMC) program and, as such, is required to share some of my personal information with NFMC program administrators or their agents for purposes of program monitoring, compliance and evaluation. I give permission for NFMC program administrators and/or their agents to follow-up with me for the purposes of program evaluation. I acknowledge that I have received a copy of the Southside Community Development & Housing Corporation Privacy Policy.

AUTHORIZATION ALL CLIENTS

Pursuant to Public Law 91-50B, Title VI, Section 604 (2) & (3) A & B and Section 610 (a) – (d), I/We hereby authorize any Credit Reporting Agency to disclose any consumer credit information to Southside Community Development & Housing Corporation and hereby name Southside Community Development & Housing Corporation as the authorized “person of my choosing”. I/We authorize them to obtain my credit report for the purpose of discussing and/or negotiating all matters regarding pre- and post-purchase counseling. Additionally, you may discuss my file with /Southside Community Development & Housing Corporation personnel (Law No. 1610 (d) 1). I understand that I may be referred to other housing services of the organization or another agency or agencies as appropriate that may be able to assist with particular concerns that have been identified. I understand that I am not obligated to use any of the services offered to me. A counselor may answer questions and provide information, but not give legal advice. If I want legal advice, I will be referred for appropriate assistance. I understand that Southside Community Development & Housing Corporation provides information and education on numerous loan products and housing programs and I further understand that the housing counseling I receive from Southside Community Development & Housing Corporation in no way obligates me to choose any of these particular loan products or housing programs.

PRIVACY STATEMENT

Southside Community Development & Housing Corporation is committed to assuring the privacy of individuals and/or families who have contacted us for assistance. We realize that the concerns you bring to us are highly personal in nature. We assure you that all information shared both orally and in writing will be managed within legal and ethical considerations. Your “nonpublic personal information”, such as your total debt information, income, living expenses and personal information concerning your financial circumstances will be provided to creditors, program monitors and others only with your authorization and signature on the Counseling Agreement. We may also use anonymous aggregated case file information for the purpose of evaluating our services, gathering valuable research information and designing future programs. I acknowledge that this document also serves as Southside Community Development & Housing Corporation's Privacy Policy.

ACKNOWLEDGMENT

I/we understand that Southside Community Development & Housing Corporation provides information and education on numerous loan products and housing programs and I further understand that the housing counseling I receive from Southside Community Development & Housing Corporation in no way obligates me to choose any of these particular loan products or housing programs.

I/we have read and received a copy of this disclosure form.

APPLICANT SIGNATURE

CO-APPLICANT SIGNATURE

DATE

DATE