

**URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH  
FOR-SALE SINGLE FAMILY DEVELOPMENT  
SECOND MORTGAGE PROGRAM**

**Application Instructions**

Please complete the enclosed *Applicant Evaluation Form* and send it along with all requested information to:

Urban Redevelopment Authority of Pittsburgh  
200 Ross Street, 10<sup>th</sup> Floor  
Pittsburgh, PA 15219  
Attention: Alicia Majors-Myrick, Program Officer

Please be advised that incomplete applications may not be processed in a timely manner. If you have questions about the application, please contact Alicia Majors-Myrick at 412-255-6698 or via email at [amajors@ura.org](mailto:amajors@ura.org)

**NOTE: This application can only be submitted if you are purchasing a URA financed single family for-sale home. If you are not sure if your property is eligible, please check with the Seller's agent or call the URA at 412-255-6666.**

Basic Items Required for Processing:

1. Completed and signed Applicant Evaluation Form
2. Completed and signed Conflict of Interest Disclosure
3. Completed and signed Inspection Notice
4. Completed and signed Verification of Employment (VOE form) from each employer for Applicant and Co-Applicant. Note: every form from each employer must be signed.
5. Copies of most recent consecutive pay stubs for one month's salary for Applicant and Co-Applicant
6. Copies of signed and dated Federal IRS income tax returns for previous two (2) years and corresponding W2 forms
7. Copies of three (3) consecutive months of bank statements
8. Copy of signed and dated Sales Agreement
9. Copy of pre-approval for 1<sup>st</sup> mortgage from lender
10. Verification of all other earned and unearned income i.e. rental income (provide leases), child support, pension payments, social security income statements, etc.

Additional Items Required on Case-By-Case Basis:

1. Certification of any lack of income, i.e. notarized statement for each unemployed adult (18 years or older) in household.
2. Social Security numbers of other adults in unit, i.e. fiancée of borrower (if planning to marry before URA commitment is awarded). This information is for credit report and income eligibility purposes.
3. Verification of claims that any debt has been reduced i.e. a payoff letter, monthly charge/credit statement, payment receipt, etc.
4. **IF SELF-EMPLOYED, PLEASE PROVIDE THE FOLLOWING:**
  - a. Two previous consecutive years' Federal IRS income tax returns with all schedules.
  - b. A recent financial statement (including profit and loss statement and balance sheet).

**URA SECOND MORTGAGE PROGRAM: FOR-SALE SINGLE FAMILY DEVELOPMENTS**

**APPLICANT EVALUATION FORM**

Address of Home You Want To Buy: \_\_\_\_\_

Where You Heard About the Availability of the Home: \_\_\_\_\_

<b>TO BE COMPLETED BY DEVELOPER:</b>	
Sales Price of Unit: \$ _____	
Lender Providing First Mortgage Loan: _____	
PHOP: _____ Yes _____ No	Non PHOP: _____ Yes _____ No
First Mortgage Loan Amount Required \$ _____	
Estimate of Closing Costs \$ _____	To Be Financed? ____ Yes _____ No
Total Amount of Applicant Down Payment \$ _____	

**I. GENERAL INFORMATION**

**Applicant**

**Co-Applicant**

Name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Phone (Home/Work) \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

Date of Birth: \_\_\_\_\_

\_\_\_\_\_

Social Security No: \_\_\_\_\_

\_\_\_\_\_

Single \_\_\_\_ Married \_\_\_\_ Separated \_\_\_\_ Divorced \_\_\_\_

Single \_\_\_\_ Married \_\_\_\_ Separated \_\_\_\_ Divorced \_\_\_\_

Race (for data purposes only): \_\_\_\_\_

Race (for data purposes only): \_\_\_\_\_

**II. HOUSEHOLD INFORMATION**

Total Number of Household Members (include Applicant and Co-Applicant): \_\_\_\_\_

Provide information in chart below for each household member:

<u><b>Name</b></u>	<u><b>Relationship to Applicant</b></u>	<u><b>Age</b></u>

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**III. BANKING/DEPOSIT INFORMATION**

Provide information for Applicant and Co-Applicant.

Name of Institution	Address	Type of Account	Account Number	Balance
				\$
				\$
				\$
				\$

**IV. CURRENT HOUSING INFORMATION**

**A. Applicant:**

Do you currently rent? Yes \_\_\_\_\_ No \_\_\_\_\_ Total Rent Per Month: \$ \_\_\_\_\_

Do you currently own a home? Yes \_\_\_\_\_ No \_\_\_\_\_ Mortgage Payment Per Month: \$ \_\_\_\_\_

If yes, please provide address: \_\_\_\_\_ Year Purchased: \_\_\_\_\_

**B. Co-Applicant:**

Do you currently live with Applicant? Yes \_\_\_\_\_ No \_\_\_\_\_ Total Rent Per Month: \$ \_\_\_\_\_

If no:

Do you currently rent? Yes \_\_\_\_\_ No \_\_\_\_\_ Total Rent Per Month: \$ \_\_\_\_\_

Do you current own a home? Yes \_\_\_\_\_ No \_\_\_\_\_ Mortgage Payment Per Month: \$ \_\_\_\_\_

If yes, please provide address: \_\_\_\_\_ Year Purchased: \_\_\_\_\_

**V. OBLIGATION/EXPENSES**

Provide information for Applicant and Co-Applicant:

<u>Obligation/Expense</u>	<u>Creditor</u>	<u>Monthly Payment</u>	<u>Balance</u>
Auto Loan		\$	\$
Auto Loan		\$	\$
Credit Card		\$	\$
Credit Card		\$	\$
Credit Card		\$	\$
Personal Loan		\$	\$
Alimony/Child Support		\$	\$
Credit Union (Please Circle)	Saving      Loan	\$	\$
Other		\$	\$
Total		\$	\$

**VI. EMPLOYMENT INFORMATION**

**Applicant**

**Co-Applicant**

Employer: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Month/Year Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Yearly Gross Salary: \$ \_\_\_\_\_

\$ \_\_\_\_\_

Position Held: \_\_\_\_\_

\_\_\_\_\_

**If Employed Less Than Three Years with Current Employer:**

Previous Employer: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Month/Year Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

**VII. OTHER SOURCES OF INCOME**

**Applicant**

**Co-Applicant**

Social Security: \$ \_\_\_\_\_ per month

\$ \_\_\_\_\_ per month

Pensions: \$ \_\_\_\_\_ per month

\$ \_\_\_\_\_ per month

DPA Benefits: \$ \_\_\_\_\_ per month

\$ \_\_\_\_\_ per month

Dividends: \$ \_\_\_\_\_ per month

\$ \_\_\_\_\_ per month

Total Rent Income: \$ \_\_\_\_\_ per month

\$ \_\_\_\_\_ per month

Other Income (Specify Sources):

\_\_\_\_\_ \$ \_\_\_\_\_ per month

\$ \_\_\_\_\_ per month

\_\_\_\_\_ \$ \_\_\_\_\_ per month

\$ \_\_\_\_\_ per month

\_\_\_\_\_ \$ \_\_\_\_\_ per month

\$ \_\_\_\_\_ per month

\_\_\_\_\_ \$ \_\_\_\_\_ per month

\$ \_\_\_\_\_ per month

**FOR URA USE ONLY**

**TOTAL ALL HOUSEHOLD INCOME: \$ \_\_\_\_\_ MONTHLY \$ \_\_\_\_\_ ANNUAL**

**VIII. CREDIT AND LEGAL:**

Have you ever been or are you presently involved in any of the following? Check all that apply:

Bankruptcy \_\_\_\_\_ Judgment \_\_\_\_\_

Lawsuits \_\_\_\_\_ Liens on Property \_\_\_\_\_

Other (Please specify): \_\_\_\_\_

**IX. OTHER ASSETS**

Stocks, Bonds, Other Investments: \$ \_\_\_\_\_

Market Value of Real Estate Owned: \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

**X. CERTIFICATION & AUTHORIZATION**

*I (We) certify that the statements contained in this application for credit are true and accurate concerning my (our) financial condition. This information is given for the purpose of obtaining credit, and I (we) authorize the Urban Redevelopment Authority of Pittsburgh (URA) to investigate my (our) credit.*

*I (We) also hereby authorize the URA to discuss with \_\_\_\_\_ (Developer, Lender) any information relating to my (our) Lease/Purchase Agreement and my application for a Mortgage Loan.*

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Co-Applicant's Signature*

\_\_\_\_\_  
*Date*

- \*\*\*\*\* PLEASE ATTACH THE FOLLOWING:\*\*\*\*\***
- 1. Signed copies of your IRS financial income tax returns from the previous two years.**
  - 2. Copies of your most recent consecutive pay stubs for one (1) month**
  - 3. A copy of your signed Sales Agreement.**

**URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH  
DEPARTMENT OF HOUSING**

**CONFLICT OF INTEREST DISCLOSURE**

All applicants for loans or grants from the Urban Redevelopment Authority of Pittsburgh (URA) are requested to disclose if they are employees or related to employees of URA or the City of Pittsburgh. If you are an employee or related to a City or URA employee, a formal Conflict of Interest waiver must be presented to the URA's Board of Directors. If the source of funding for your URA financing is the U.S. Department of Housing and Urban Development (HUD), then you must also submit a formal Conflict of Interest waiver to City Planning and to HUD for approval.

**INSTRUCTIONS: Please complete Section A, B or C and sign at the bottom.**

**SECTION A**

I \_\_\_\_\_ hereby acknowledge that I am an employee of the:  
\_\_\_\_\_ City of Pittsburgh \_\_\_\_\_ Department  
\_\_\_\_\_ URA of Pittsburgh

**SECTION B**

I \_\_\_\_\_ hereby acknowledge that I am related to  
(Employee's Name) \_\_\_\_\_, an employee of the  
\_\_\_\_\_ City of Pittsburgh  
\_\_\_\_\_ URA of Pittsburgh

My relationship to the employee: \_\_\_\_\_ Spouse \_\_\_\_\_ Father \_\_\_\_\_ Mother \_\_\_\_\_ Daughter \_\_\_\_\_  
Son \_\_\_\_\_ Other \_\_\_\_\_ (Specify relationship)

He/She is employed in the (Department/Position) \_\_\_\_\_

**SECTION C**

I, \_\_\_\_\_, hereby certify that I am not related to an employee of the City or URA of Pittsburgh **nor** am I an employee of the City or URA of Pittsburgh.

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**I/(We) acknowledge and agree that any misrepresentation contained in this Disclosure may result in the cancellation of my application for a loan or grant or, if the misrepresentation is discovered after the loan or grant is made, I/(we) may be required to repay the loan or grant on demand.**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CO-APPLICANT'S SIGNATURE**

**URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH  
FOR-SALE SINGLE FAMILY DEVELOPMENT  
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<b>Inspection Notice</b>
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This is to certify that I/we \_\_\_\_\_, potential buyer(s) of the property located at \_\_\_\_\_, am/are aware of the following Urban Redevelopment Authority of Pittsburgh (URA) inspection policy:

*The property is inspected before and during construction. These inspections are done solely to protect URA's loan funds. The URA does **not** warrant the value of the property. The URA does **not** warrant or guarantee that its inspection will reveal everything that may be wrong with the property. The URA does **not** warrant materials or workmanship. If you want to satisfy yourself that the condition of the property does not require other work or that the work done by the contractor is done correctly, you must, **at your own expense**, obtain your own home inspection.*

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Date



**URBAN REDEVELOPMENT AUTHORITY**

**VERIFICATION OF EMPLOYMENT**

**INSTRUCTIONS:** URA – Complete items 1 thru 7. Have applicant sign item 8. Forward directly to employer named in item 1.  
 EMPLOYER – Please complete either Part II or Part III as applicable. Sign and return directly to URA (Item 2).

**PART I – REQUEST**

1. TO (Name and address of employer)		2. FROM (Names and address of URA)  <b>ALICIA MAJORS-MYRICK                  URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH                  200 ROSS STREET, 10<sup>TH</sup> FLOOR                  PITTSBURGH, PA 15219-2069</b>	
3. SIGNATURE OF URA AGENT	4. Title	5. DATE	6. URA Telephone # Office: 412-255-6698 Fax: 412-255-6645

I have applied for a mortgage loan and stated that I am now or was formerly employed by you.

7. NAMES AND ADDRESS OF APPLICANT (Include employee or badge number)	8. TO BE COMPLETED BY MORGAGE APPLICANT OR CO-APPLICANT  _____ Applicant's Signature
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**PART II – VERIFICATION OF PRESENT EMPLOYMENT**

EMPLOYMENT DATA	PAY DATA				
9. APPLICANT'S DATE OF EMPLOYMENT	12A. CURRENT BASE PAY (Enter Amount and Check Period)  1 ANNUAL    1 HOURLY  1 MONTHLY    1 OTHER  \$ _____ 1 WEEKLY    (Specify)			12C. FOR MILITARY PERSONNEL ONLY	
				PAY GRADE:	
10. PRESENT POSITION			TYPE	MONTHLY AMOUNT	
11. PROBABILITY OF CONTINUED EMPLOYMENT	12B. EARNINGS			BASE PAY	\$
	TYPE	Year to Date	Past Year	RATIONS	\$
13. IF OVERTIME OR BONUS IS APPLICABLE, IS ITS CONTINUANCE LIKELY?  OVERTIME    1 YES    1 NO  BONUS        1 YES    1 NO	BASE PAY	\$	\$	FLIGHT OR HAZARD	\$
	OVERTIME	\$	\$	CLOTHING	\$
	COMMISSIONS	\$	\$	QUARTERS	\$
	BONUS	\$	\$	PRO PAY	\$
				OVERSEAS OR COMBAT	\$

14. REMARKS ( If paid hourly, please indicate average hours worked each week during current and past year)

GROSS EARNINGS THIS YEAR : \$ \_\_\_\_\_ TO DATE THRU \_\_\_\_\_ 20 \_\_\_\_\_

INDICATE FUTURE RAISES DUE : \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ PER \_\_\_\_\_ (Indicate per Year, Month, Week, Hour)

IF THIS EMPLOYEE WAS OFF FOR ANY LENGTH OF TIME, PLEASE INDICATE DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_

**PART III – VERIFICATION OF PREVIOUS EMPLOYMENT**

15. DATE OF EMPLOYMENT	16. SALARY/WAGE AT TERMINATION PER (Year) (Month) (Week) BASE _____ OVERTIME _____ COMMISSIONS _____ BONUS _____		
17. REASON FOR LEAVING	18. POSITION HELD		

**The above information is provided in strict confidence in response to your request.**

19. SIGNATURE OF EMPLOYER	20. TITLE	21. DATE
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The confidentiality of the information you have furnished will be preserved except where disclosure of this information is required by applicable law. The form is to be transmitted directly to the URA.