

THE CITY OF ERIE

DARIA S. DEVLIN, MAYOR



Dear Applicant,

Thank you for expressing your interest in the City of Erie's HOME Investment Partnerships Program. The HOME program funds are intended to assist families that are first-time homebuyers and owner-occupied residents within the City of Erie limits with affordable housing opportunities through 1st time homebuyers (closing costs & down payment assistance) and rehabilitation, in addition to homeowner-occupied rehabilitation. The maximum amount of assistance for income-eligible households is \$24,999.

These funds are used to eradicate code-deficient items in the home according to the City of Erie property maintenance standards for plumbing, electrical, and building, as well as controlling any lead-based paint hazards that may exist in the property.

In this packet, you will find the HOME Investment Partnerships Handbook with program and eligibility requirements, along with the program application. Please review these items thoroughly, provide the required documentation, and sign in the designated areas.

If you have any questions regarding how to complete your application or about the HOME program process, please contact our office at 814-870-1270.

Kind regards,

Veronica M. Fields
Grant Administrator
Department of Economic & Community Development



BUREAU OF DECD GRANTS, DNED

626 State St. Room 404 | Erie, PA 16501 | ecd@erie.pa.us

ph 814-870-1270
fx 814-870-1443



HOME Investment Partnerships Rehabilitation Program

Date: ____ / ____ / ____

Case # _____

Select one only:

☐ FIRST TIME HOMEBUYER / ☐ OWNER-OCCUPIED

APPLICANT'S NAME			SOCIAL SECURITY #	PHONE #
Current Address	City	State	Zip Code	How Long at the Present Address? ____ Years
Former Street Address (if at present address for less than 2 years)	City	State	Zip Code	How Long at the Former Address? ____ Years
How did you hear about the HOME Program?				

NAME AND ADDRESS OF EMPLOYER		TYPE OF BUSINESS	SELF-EMPLOYED? YES ☐ NO ☐
Business Phone Number	Position/Title	No. of Yrs. On Job	Yrs. In this line of work
Name and Address of Previous Employer (if employed at present position less than 2 years)		No. of Yrs. with Previous Employer	Business Phone

CO-APPLICANT'S NAME			SOCIAL SECURITY NO.	HOME PHONE
Current Address	City	State	Zip Code	How Long at the Present Address? ____ Years
Former Street Address (if at present address for less than 2 years)	City	State	Zip Code	How long at the Former Address? ____ Years
Name and Address of Employer			Type of Business	Self-Employed? Yes ☐ No ☐
Business Phone Number	Position/Title		No. of Yrs. on Job	Yrs. in this line of work

Name and Address of Previous Employer (if employed at present position less than 2 years)	No. of Yrs. with Previous Employer	Business Phone
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HOUSEHOLD COMPOSITION LIST THE HEAD OF YOUR HOUSEHOLD AND ALL MEMBERS WHO LIVE IN YOUR HOME. GIVE THE RELATIONSHIP OF EACH FAMILY MEMBER TO THE HEAD.					
MEMBER NO.	LAST NAME	FIRST NAME	RELATIONSHIP	BIRTHDATE M/D/Y	SOCIAL SECURITY NUMBER
Head of Household			SELF		
2					
3					
4					
5					
6					
7					
8					

Household members (select ALL that applies):

- ☐ Disabled
☐ Elderly (above 65 years)
☐ Female Head of Household
☐ Male Head of Household

Are you enrolled in the Section 8 Family Self-Sufficiency Program?

- ☐ Yes
☐ No

Have you ever received housing or down payment assistance i.e. Section 8 FSS, Homebuyer closing cost, PHFA, Redevelopment Authority, etc. from any other Local, State or Federal entities in the last 3 years? (Y)/(N) If so, when? _____

Of Bedrooms _____

Single family dwelling ☐ Yes ☐ No

Are you a U.S. Citizen? ☐ Yes ☐ No / Are you a permanent resident alien? ☐ Yes ☐ No

Is the home currently insured? ☐ Yes ☐ No

Do you intend to occupy the property as your primary residence, if selected to participate in the program? ☐ Yes ☐ No

Do you have any current liens against the property? ☐ Yes ☐ No

If so, with whom? _____

Are you currently delinquent on your mortgage, taxes, debts, municipality (sewer, water, or garbage) bills?

☐ Yes ☐ No If yes, with whom? _____

Have you completed Homeownership Counseling classes in the last 12 months with a HUD approved counseling agency? ☐ Yes ☐ No (Attach certificate, if applicable)



ANNUAL YEARLY INCOME				
SOURCE	APPLICANT	CO-APPLICANT	HOUSEHOLD MEMBERS 18 YRS. OR OLDER	TOTAL
1. Gross Salary				
2. Overtime Pay				
3. Commissions/Fees/Tips/Bonuses				
4. Unemployment Benefits				
5. Workers Compensation, Etc.				
6. Social Security, Pensions, Retirement				
7. TANF Payments				
8. Alimony, Child Support				
9. Interest and/or Dividends				
10. Net Income from Business				
11. Other				
12. Other				
TOTAL				
			TOTAL	

ASSETS (FOR EXAMPLE: CHECKING, SAVINGS, LIFE INSURANCE, PENSION, STOCKS, ETC.)		
Family Member	Asset Description	Current Cash Value of Assets

3. Net Cash Value of Assets.....	3.

FOR STATISTICAL USE ONLY			
Head of Household Race: (Enter One) ☐ 1=White 2=Black 3=Amer. Indian/Alsk. Nat. 4=Asian or Pacific Islander	Head of Household Ethnicity: ☐ 1=Hispanic 2=non-Hispanic	Head of Household Gender: ☐ 1=Male 2=Female	Head of Household Marital Status: ☐ 1=Single 2=Married 3=Widowed 4=Divorced

The information collected below will be used to determine if you qualify for the HOME Investment Partnership Program (HOME) program.

The information provided above is true and complete to the best of my knowledge and belief. I/We consent to allow The Department of Housing and Urban Development (HUD), The City of Erie, and its contractors/agents to request and obtain the disclosure of income and financial information from my/our employer and financial references for purposes of income and asset verification related to my/our application for assistance. The examination may include the review of my/our credit history, personal interviews, and other forms of verification. Any financial assistance received is subject to the terms and conditions of the HOME Program, and I/We certify the information to be true under penalty of law.

_____	_____
Applicant	Date
_____	_____
Co-Applicant	Date
_____	_____
City of Erie Representative	Date

WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.





LIST OF REQUIRED APPLICATION DOCUMENTATION

1. Current household income for all household members 18 yrs. of age and older. Two-months of pay stubs, whether paid weekly, bi-weekly, or monthly in consecutive order OR verification of other income, such as child support, social security, etc., with current dates.
2. Bank statements for all household accounts (Checking and Savings). Please include the last 6 months of statements, as well as investments, money markets, and retirement accounts.
3. Social Security cards and birth certificates for all household members.
4. Names, addresses, and phone numbers of all landlords and employers for verification (**applicable to FTHB only**).
5. Photo ID or PA Driver's license for all adult household members (18 years or older).
6. Mortgage Pre-Approval, Loan Estimate, copy of your Credit Report, and the Closing Disclosure from a local lender (**applicable to FTHB only**).

Please provide the City of Erie with a copy of all the above information when returning this application. Applications that are missing any of the above documentation will be considered incomplete.

Please provide copies of the above information. The City of Erie is not responsible for the original documents provided. If copies cannot be obtained, please ask a City of Erie representative to make a copy of your original document at the time of application submission.

Thank you for your application and your interest in the City of Erie HOME Investment Partnerships Program (HOME).

Please Remit the Application to:
City of Erie
Department of Economic & Community Development
HOME Investment Partnerships Program
626 State Street, Room 404
Erie, PA 16501

City of Erie HOME Investment Partnership Program



NOTICE to APPLICANT

Please be advised the HOME Investment Partnership program requires the filing of a mortgage at the completion of the project to be recorded at the Erie County Courthouse Recorder of Deeds.

Please be advised that as the applicant, either a First Time Homebuyer or Homeowner, **you will be responsible to pay administrative fees between \$50-150** at the time of the contract signing.

These fees will be made payable to the Recorder of Deeds by personal check or money order.

Once the document has been officially recorded at the Courthouse, the City's DECD office will get a copy of the recorded instrument and send a copy to you to keep for your records.

ALL APPLICABLE FEES MUST BE PAID BEFORE ANY WORK BEGINS!

Applicant

Date

Co-Applicant

Date



RELEASE OF INFORMATION

I/We, the undersigned, hereby give the City of Erie Department of Economic and Community Development written permission to obtain verification of income and assets from any source necessary to establish eligibility of Federal and/or State funding. We also give the City of Erie written permission to share any information necessary for the operation of HOME Program with working partners or anyone that the City of Erie deems necessary.

Please print name

Applicant Signature

Date

Please print name

Applicant Signature

Date

Applicant Name: _____			
Contact Info: _____			
MONTHLY BUDGET ANALYSIS			
	<u>Annually</u>	<u>Monthly</u>	
NET INCOME			
<u>Housing:</u>			
Rent/Mortgage			
Second Mortgage			
Annual Taxes (divided by 12)			
Maintenance (paint, furniture, bulbs, other maintenance)/savings			
Appliances, kitchenware (microwave, toaster, etc.)			
Security system			
<u>Utilities/Other:</u>			
Electric			
Gas			
Water/Sewer/Garbage			
Cable/Internet			
Land phone			
Cell phone			
<u>Automobile:</u>			
Car Payment #1			
Car Payment #2			
Auto insurance			
Auto maintenance (quarterly oil/filter changes, etc.)			
<u>Other Loans:</u>			
Student loans			
Home improvements loans			
Personal loans			
<u>Groceries, Clothes:</u>			
Groceries (weekly average x 4)			
Clothes/shoes (ex. \$30 per person per month per household)			
<u>Medical:</u>			
Monthly Prescriptions			
Aspirin, Tylenol, etc. (if not included in groceries)			
Doctor co-payments for appointments			
Medical expenses (estimate annual amount divided by 12)			
<u>Daycare/School:</u>			
Working hours			
Non-working hours			
School supplies/uniforms/books/projects/treats/sales			
Miscellaneous school items			
<u>Miscellaneous:</u>			
Miscellaneous supplies (ex. \$20 at Walmart month)			
Christmas gifts (# of people x average amount/12)			
Birthday (# of people x average amount/12)			
Wedding, shower, misc. gifts (# of people x minimum \$20 average)			

Fast food trips/Dinners			
Entertainment:			
Vacation (annual estimate/12)			
Sporting events (annual estimate/12)			
Concerts/plays/children's shows (annual estimate/12)			
Home parties(annual estimate/12)			
Charitable gifts:			
Monetary gifts to non-profits/church/children, parents, other			
Credit Card Payments			
Total Expenses			
Net Income less Total Expenses			



HOME Investment Partnerships Program (HOME) APPLICANT'S HANDBOOK

Homebuyer Rehabilitation Closing Cost and/or Down Payment Assistance

**City of Erie
Department of Economic & Community Development
626 State Street, Room 404
Erie, PA 16501**

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APPLICANT'S HANDBOOK

I. OVERVIEW

A. *APPLYING*

The Economic and Community Development's HOME Investment Partnership (HOME) Program will be providing affordable housing options and opportunities through 1st time homebuyer rehabilitation, closing cost and/or down payment assistance.

Down payment and closing cost assistance: HUD believes the biggest barriers to homeownership are down payment and closing costs. While applicants may have a steady income that would allow them to make monthly on-time mortgage payments, they do not have the means to save for the up-front or closing costs for purchasing a home. HOME funds can be provided in the form of a grant or a deferred payment loan (no monthly payment is required).

Applications may be obtained from the City of Erie's Economic & Community Development office at 626 State Street, Room 404 or by calling 814-870-1263.

The application must be filled out in its entirety and signed by the applicant(s). Your application should list all members of the household, including all adults and children, even if they are over the age of 18.

When you submit your application, you **must provide copies** of the following documents:

- PA driver's license or official PA photo identification
- Birth certificates for ALL household members
- Social Security cards for ALL household members
- Two consecutive months' worth of pay stubs (**current**)
- Six months of bank statements (checking & savings)
- Evidence of any other money you receive as identified in the application, such as child support, alimony, social security, etc.
- Mortgage Pre-approval letter (lender)
- Loan Estimate/Closing Disclosure (lender)
- Sales Agreement (realtor)
- Credit Report (lender)

Your application cannot be processed without this documentation. If your application is received without the documents, your application will be considered incomplete and will not continue being processed for the program.

There is a \$25.00 fee to cover the cost of a credit report if the City of Erie has to obtain the report on your behalf. The fee may be waived if you agree to sign a **waiver** allowing your mortgage lender to release your credit report to us. Payments must be in the form of a money order.

Once your completed application is received, the review process will begin. The City Rehabilitation Coordinator will arrange a walkthrough of the property with the designated applicant or real estate agent.

Within thirty (30) days of receiving a complete application, the City of Erie will issue either a conditional commitment letter or a denial letter. If you receive a conditional commitment letter, a Homebuyer Certification and Agreement to participate in the HOME Program form will be included with your letter. It must be signed and returned to the City within seven (7) days. If your application is denied, a full explanation will be provided.

If your application is fully approved, a member of our staff will contact you to talk more about the HOME Program requirements and about your housing needs.

B. Income Guidelines

To qualify for assistance under the City of Erie HOME Program, you must meet the income guidelines established by the U.S. Department of Housing of Urban Development. The current Income Guidelines are:

<i>Total Household</i>	<i>Income Limit</i>
1 Person	\$47,250
2 Persons	\$54,000
3 Persons	\$60,750
4 Persons	\$67,500
5 Persons	\$72,900
6 Persons	\$78,300
7 Persons	\$83,700
8 Persons	\$89,100

****These limits are effective June 1, 2025. HUD Income Limits change yearly****

To see if your income meets the Income Guidelines, use the above chart to locate the number of people in your household, and then look at the dollar amount listed to the right. *For example, if you are a single parent and have two children, there are three persons in your household. If your total income is less than \$60,750, you may be eligible for the City of Erie HOME Program.*

C. Program Requirements

There are numerous requirements that you need to be aware of before you apply to the City of Erie HOME Program.

1. Primary Residency – In order to receive City of Erie HOME assistance, you must agree to live in the house you are going to purchase for the entire period of affordability. This means that you must live in the home full-time as your primary residence. You may not live somewhere else and rent the home to someone else.

2. Buyer's Required Contribution – In order to participate in the City of Erie's HOME Program you must commit to providing \$1,000 or \$1,500 of your own money to purchase the house (the exact amount required will depend on the total household income – we will help you determine the minimum required contribution). The amount should be reflected on the Closing Disclosure (deposit or earnest money). Any items required to be paid in advance (**prepaid items**) or in connection with the loan do not count as a down payment.
3. Prequalification (First-Time Homebuyer Program) – Will be determined by a **local** primary mortgage lender. Loan types are to be flexible and **must** be at a fixed interest rate and fully amortized products (FHA, VA, Conventional, etc.); ARM (Adjustable Rate Mortgage) loans are **not** permitted.
4. Mortgage and Promissory Note – Since you will be receiving federal funds to purchase your home, you will be required to sign a HOME Program Mortgage and Promissory Note. The assistance you receive is considered a lien against the property, and the HOME Program Mortgage will be filed at the courthouse. You are responsible for the cost of the recording of the mortgage, which is \$98 payable to the **Erie County Recorder of Deeds**. This fee changes every year according to the Erie County Courthouse.

The purpose of the HOME Program Mortgage is to show that HUD has an interest in your property for the amount of assistance you have received. The HOME Program Mortgage amount will include 100% of the funds provided by the U.S. Department of Housing and Urban Development (HUD). These funds may be used for fees, inspections, mortgage recording costs, closing cost assistance, rehabilitation, lead-hazard controls, etc. The mortgage amount may be required to be modified at the completion of the project due to unforeseen costs during the project's completion.

5. Affordability Period – HUD requires that if you receive assistance through the HOME Program, you must keep your home in good condition, and your home must remain your primary residence for a predetermined period of time. That time period is based on the amount of assistance. The following chart shows the different time periods:

Amount Awarded	Affordability Period
Up to \$14,999 of assistance	Five (5) year affordability period
\$15,000 to \$24,999 in assistance	Ten (10) year affordability period

The Affordability Period begins at your closing or, if rehabilitation is required, when all of the work has been completed on your house, all invoices relating to that work have been paid, and you have signed off on the rehabilitation. If you wish to sell your home before the end of your affordability period, please contact the City of Erie so that a staff member can calculate for you the amount of HUD funds required for repayment.

If you decide to sell your home before the end of the "affordability period", some or all of the funds that were awarded to you must be paid back to HUD. The forgiveness will be based on a percentage of the affordability period. For example: If the affordability period is five (5) years,

then 1/5 will be forgiven each year over the five (5) years. If it is 10 years, then 1/10 will be forgiven each year over the 10 years. The entire amount of the deferred loan will be forgiven if you meet the residency requirement listed above and the property is free of City of Erie Property Maintenance code violations. The HOME Program mortgage will be forgiven, and the lien will be removed from the property.

6. Repayment of the HOME Funds – The City of Erie HOME Program funds will be provided in the form of a deferred and a forgivable loan. This means that if you follow all of the HUD rules and live in the house as your primary residence for the entire affordability period, the debt will “go away” at the end of the affordability period. You will not be required to make payments on the loan. *If, however, you default on your lender’s mortgage or do not follow the rules of the program, some or all the loan must be paid back to HUD.* An inspection of your home will take place at the end of your affordability period to ensure you have maintained your home.
7. Rehabilitation Requirements – The money spent to rehabilitate your home must be spent to:
 - 1) **Bring your house into compliance with the City of Erie’s property maintenance code;**
 - 2) **Control any lead-based paint hazards that exist in your house, or**
 - 3) **Be strictly for down payment/closing cost assistance.**

The City of Erie will not pay for any items that do not fall into one of the three (3) rehabilitation categories.

8. Counseling – All First-Time Homebuyer Program participants are required to attend Pre-Purchase counseling (for a minimum of 8 hours) with a HUD-accredited certified housing counselor to obtain a Certificate of Completion. Pre-Purchase counseling is the homebuyer’s responsibility. Agencies that provide homebuyer counseling services are the St. Martin Center, Inc. (814-452-6113), Advantage Counseling Services (1-866-699-2227) and GECAC (814-459-4581).

D. Determining Your Eligibility
Homebuyer Program – You MUST:

- Have sufficient income to qualify for and support the primary debt with proof of a monthly budget
- Be pre-approved by a local reputable lender
- Be a first-time homebuyer. A first-time homebuyer is defined as someone who hasn’t owned a home in the last three (3) years, is a displaced homemaker or a single parent
- Be credit-worthy with a 620 and above credit score (580 with exceptions)
- Not exceeding the maximum threshold of 80% of Area Median Income (AMI) as established by HUD per annum (reference chart pg. 4)
- Property must be your principal residence throughout the affordability period
- Provide proof of full coverage homeowner’s insurance and flood insurance (if applicable) on the property at closing

1. Project Underwriting – The following Homebuyer requirements apply for individual projects:

- The City of Erie will underwrite individual Homebuyer projects by analyzing the Homebuyers:
 - a. Overall monthly expenditures
 - b. Overall debt
 - c. Potential overall debt
 - d. Assets available to maintain the property, and
 - e. Homebuyer's ability to obtain reputable lending.
- The City of Erie will make the following determinations based on its analysis:
 - a. The appropriate amount of assistance that is needed
 - b. The financial resources to sustain the repairs are reasonable, and
 - c. The overall household budget to maintain the home in the future will be reasonable after the transaction.

We want to be as sure as possible that you will be able to have a home you can afford. We don't want you to struggle!

II. FINDING A HOME

A. *Target Area*

The property must be located within the City of Erie, PA, limits (citywide).

B. *Property Guidelines*

The house you choose to buy must meet the following criteria:

- The property must be a **Single-Family Dwelling**; Flats, duplexes, land contracts, two-family dwellings, non-owner-occupied, HUD homes, and mobile homes do NOT qualify.
- Property taxes, water, sewer, sanitation, and other municipal-related services on the property must be current and non-delinquent. If they are not, the seller must pay them at the closing.
- The Maximum amount of HOME assistance is \$24,999 per income-eligible household
- Property must be in compliance with applicable Zoning Ordinances and City Standards

III. INITIAL INSPECTIONS

There will be several inspections performed at the home you would like to purchase. The first three are described here:

A. *Homebuyer Program*

- Home Inspection/Property Maintenance Inspection – A full independent home inspection paid for by the buyer is required before closing, along with a copy of the report submitted to the HOME Program Manager.
- Initial Rehabilitation Inspection – the City of Erie DECD Lead Certified inspector will assess the property for non-compliant items with the City's Property Maintenance Code (plumbing,

electrical, and building) requirements. A cost estimate is part of this inspection. The cost estimate and work write-up will be used to determine whether or not there is enough funding to address the rehabilitation code deficiencies required. If the rehabilitation work is too costly to do, we will let you know in writing and by phone if the property has been ACCEPTED OR DENIED. If the property, is denied you will then have to look for another property.

- Lead-Based Paint Inspection – If your home was built before 1978, Federal Law requires that lead safe housing practices be followed. If there is enough funding to take care of the code items, a lead-based paint inspection will be ordered. We will use the results of the inspection testing to determine the cost of controlling any hazards that exist. You will receive a Notification of Lead-Based Paint, which will tell you whether or not lead-based paint hazards were found in the home. If either the total cost of the code items or the cost of the code items plus controlling the lead-based paint hazards is too high, you will be notified in writing and by phone.

The City of Erie policy will evaluate a **maximum of two (2)** properties for any one applicant. If you are asked to find a different property because the cost of rehabilitating the first one you chose is too high, we would be happy to make suggestions before you search for another home. Please feel free to call on us at any time.

IV. SELECTING A CONTRACTOR (If Applicable)

A. *Bidding Process*

Once the home you wish to purchase has been inspected and the cost to rehabilitate it is acceptable, a City of Erie staff member will set up a meeting with you. The purpose of the meeting is to talk about the bidding process. You will be given the option of soliciting contractor's bids on your own, or you can request the City of Erie's assistance.

When at least three (3) contractors have been chosen to bid on the rehab of your home, a date and time will be set for a pre-bid meeting at the home with the inspector, the City of Erie, and the contractors. The contractors will look at the bid package, including the scope of work, and take a thorough look at the house before turning in their bids.

PLEASE NOTE: If you would rather choose the three (3) contractors yourself, you must also take responsibility for determining if the State or Federal government certifies them to control lead-based paint hazards, that they are fully insured, and that the contractor is not on a State or Federal Debarment list.

B. *Choosing a Contractor*

Once the bids have been received from the contractors, if you have requested our assistance, a City of Erie staff member will help you to make your decision on selecting who will perform the rehabilitation work on your new home. The ultimate decision is yours; however, the City of Erie will only provide HOME assistance in the amount of the lowest responsible bid. If you select a contractor other than the lowest responsible bidder, you must pay the difference between the amount of the lowest bid and the amount your contractor is charging (this amount must be paid before work may

begin). The contractor who is chosen will receive written notice of the acceptance of this bid, and a Pre-Construction Conference will be scheduled. Also, the contractors who submitted bids but were not chosen will receive written notice that they were not chosen.

C. *Pre-Construction Conference*

A Pre-Construction conference will be held at 626 State Street, Room 404, Erie, PA 16501 or at the attorney's office of your choice for the closing. The homebuyer, the contractor, and the City of Erie representative will all be in attendance.

At the Pre-Construction conference:

- The terms of the agreement between you and the contractor will be reviewed.
- The inspection and payment process will be explained.
- The construction schedule will be reviewed.
- Interior and exterior "before" pictures will be taken.
- The Homebuyer and the contractor will sign the Rehabilitation Contract.
- A Pre-Construction Conference Checklist will be reviewed and signed by all parties.

V. YOUR CLOSING

A. *Homebuyer Program*

Once the home you have chosen has been inspected and determined to be eligible for funding, your closing can be scheduled. The closing is usually held at an attorney's office. This is where you will sign your Deed, Mortgage(s), and any other related documents. You will also receive the keys to your new home at closing.

Many people may attend your closing:

- The real estate agent(s)
- Your mortgage lender
- Your attorney
- The seller's attorney
- A City of Erie representative
- The seller(s)
- You (including your spouse, significant other, or any person who may be named on your deed or mortgage)

What will happen at the closing?

- The seller will sign the Deed to the house, which gives you ownership.
- Your lender will have several documents for you to sign, which will include the Mortgage, a Promissory Note, and several other documents that they will need in order to release the funding for your home.
- The City of Erie will have a mortgage and note for you to sign in the amount of the assistance you will be receiving.

- You will also sign a Closing Disclosure. This document shows all the money that is coming in and going out of the mortgage transaction. You should keep your Closing Disclosure (CD) handy for tax purposes.
- After closing, your attorney will take your Deed and Mortgages to the Erie County Courthouse to be recorded at the Erie County Recorder of Deeds Office.
- You should receive the original and signed recorded deed within a few months after closing. If not, you should follow up with your attorney to ask about it.

Your attorney will briefly explain each document as you sign it. If you have any questions about any of the documents you are signing, don't be afraid to ask. This is the best time to ask questions since everyone who can answer your questions will be there. You should also receive a copy of each document that you sign. Be sure to keep all these documents in a safe place.

VI. REHABILITATION BEGINS

A. *Timeframe*

After you have had the closing on your house, the rehabilitation process can begin. You will **NOT** be permitted to move into the home until after all the rehabilitation has been completed. The contractor will have three (3) weeks to complete the work (weather permitting). The contractor will be required to obtain permits if required and gather any necessary items to get the project started; you are not permitted to be at the property at any time during the rehabilitation.

B. *Temporary Relocation*

The City HOME Investment Partnership Program doesn't pay for displacement while you are awaiting the rehabilitation to be completed on your home. Since your home may not yet be up to code standards and may have lead hazards, you are **not** permitted to occupy your house until the rehabilitation is complete, as stated above. Therefore, you must make other arrangements.

C. *Contractor Payment Requests and Inspections*

When the contractor wants to be paid, he/she will schedule an inspection of the work that is completed. Our inspector will look at that work and determine whether or not it is complete and is done satisfactorily. At that time, you will be asked to confirm if you agree that the work is to your satisfaction as well. The inspector will ask you to sign a Payment Authorization form to be submitted to our Fiscal Department for processing.

If you are not happy with the work he has done, you will need to bring it to the attention of the contractor and inspector. Do **NOT** sign the Payment Authorization form until you are happy with the work. The inspector will address the situation with the contractor to ensure the work meets the code standard requirements. If you still feel the problem is not resolved to your satisfaction, please feel free to contact the City of Erie, HOME Program Manager at 814-870-1270. The Payment Authorization form will be explained in detail at the Pre-Construction Conference.

VII. WRAPPING IT UP

A. *Final Inspections and Certificate of Occupancy (If Applicable)*

When all of your work is done, your contractor must request final inspections by the City of Erie, which may include the plumbing inspector, electrical inspector, and building inspector. If lead abatement work was conducted, clearance tests would have been completed and cleared by the state of PA. You will be made aware at this time if it is allowable to move back into the residence. Our HOME inspector may request additional inspection documents, i.e. Electrical, Plumbing, etc. from the City of Erie - Code Enforcement Dept, depending on the circumstances. The final payment request and final completion paperwork will be signed and dated by the homeowner, contractor and the HOME Inspector.

Most Homebuyer projects involving rehabilitation will require the City of Erie Building Inspector to issue a Certificate of Occupancy. Once that is received in our office, you will be notified that you may move into your home.

B. *HOME Program Mortgage Modification*

The last document you are required to sign is the modification to your HOME Program mortgage, if needed. The mortgage modification will update the original HOME Program mortgage that was recorded at the courthouse. This will only be necessary if there is a different amount spent than was originally recorded.

C. *Refinancing your Mortgage – Can You Do It??*

HOME-assisted properties may **not** be refinanced without prior written approval from the City of Erie Department of Economic & Community Development office. If you would like to refinance your mortgage and you request our approval, your written refinance document must clearly state:

- The interest rate on your current mortgage and the interest rate you would pay on your new mortgage.
- That no cash will be given to you at the closing of the new mortgage.
- That the total amount of the new mortgage doesn't exceed the total amount of the current balance on the mortgage.
- Reason for refinance i.e. lower interest rate, etc.

The City of Erie will not subordinate the HOME Program mortgage for debt consolidation. Failure to request prior written approval to refinance will mean that 100% of the HOME funds that were provided must be immediately paid back to HUD.

VIII. IMPORTANT ITEMS TO REVIEW!

1. A deposit of \$1,000-1,500 is required from your own funds, depending on where you fall on the HUD AMI chart.
2. Housing Counseling must be completed before you close the home.
3. You must certify that you will live in your HOME-assisted property as your principal residence.
4. Your affordability period will be five or ten (5 or 10) years in length. The affordability period begins when all monies have been paid out on behalf of the contractor and signed off by all parties involved.
5. You must sign a mortgage and promissory note for HOME funds awarded to you. The mortgage and note will be adjusted, if necessary, at the end of the project.
6. HOME funds must be paid back if you default on your loan or if you do not follow the HOME Program rules.
7. Any HOME funds allotted to you must be used for down payment/closing costs or to bring your house up to code and to address any lead-based paint hazards that may exist. They may not be used to remodel your house.
8. Don't sign anything if you have a question about it. Ask first!
9. Your home must remain free of code violations for the entire affordability period for HOME to release the lien and defer the loan.
10. Again, change orders must be submitted to the HOME Inspector and approved by the City of Erie DECD Director **prior** to the work being completed, no matter if it's an emergency or not.

By signing below, I hereby acknowledge receipt of the **HOME Program Homebuyer Rehabilitation, Closing Cost and/or Down Payment Assistance Handbook**. The terms of the HOME Program have been explained to me by a City of Erie representative. I understand and agree to comply with the terms of the program as described in the handbook.

Applicant signature

Date

Co-Applicant signature

Date



VERIFICATION OF ASSETS ON DEPOSIT

Authorization: Federal Regulations require us to verify Assets on Deposit of all members of the household applying for participation in the HOME Investment Partnership Program which we operate and to re-examine this income periodically. We ask your cooperation in supplying this information. This information will be used only to determine the eligibility status and level of benefit of the household.

Your prompt return of the requested information will be appreciated. A self-addressed return envelope is enclosed.

Checking Account no.	Average Monthly Balance for Last 6 Months	Current Interest Rate	
_____	_____	_____	
_____	_____	_____	
Savings Account No.	Current Balance	Current Interest Rate	Current Interest Rate
_____	_____	_____	_____
_____	_____	_____	_____
Certificate of Deposit Account No.	Amount	Withdrawal Penalty	
_____	_____	_____	_____
_____	_____	_____	_____

Retirement Savings (IRA, Keogh, 401(k)):

Account No.	Amount	Withdrawal Penalty	Current Interest Rate
_____	_____	_____	_____
_____	_____	_____	_____

Money Market Funds:

Money Market Funds	Amount (Average 6-Month Balance)	Interest Rate
--------------------	--	---------------

_____	_____	_____
_____	_____	_____

Release: I hereby authorize the release of the requested information

Signature of Applicant

Date

Or a copy of the executed "HOME Program Eligibility Release Form," which authorizes the release of the information requested, is attached.

Signature of _____ or
Authorized Representative _____

Title: _____

Date: _____

Telephone: _____

Warning: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.



VERIFICATION OF EMPLOYMENT

DATE: _____ TO: _____

The individual named directly above is an applicant of a federal housing program that requires verification of income to determine eligibility. The information will remain confidential to satisfaction of that stated purpose only. Your prompt response is crucial and greatly appreciated.

RE: NAME _____ S.S. # _____

I HEREBY AUTHORIZE THE RELEASE OF MY EMPLOYMENT INFORMATION

SIGNATURE OF APPLICANT

DATE

THIS SECTION TO BE COMPLETED BY EMPLOYER

Presently Employed? Yes ☐ No ☐ Date First Employed _____
Last Day of Employment _____

Job Title _____

Current Wages/Salary \$ _____ (Circle One) Hourly Monthly Weekly Yearly Bi-Weekly Other _____
Semi-monthly

Average # of regular hours worked per week: _____ Year to date earnings \$ _____

Through (date) ____ / ____ / ____

Overtime rate per hour: \$ _____ Average # of overtime hours worked per week _____
Shift Differential per hour: \$ _____ Average # of shift differential hours per week _____

Commissions, tips bonuses, other: \$ _____ (Circle One) Hourly Monthly Weekly Yearly Bi-Weekly Other _____
Semi-monthly

Anticipated increase in pay: Date ____ / ____ / ____ Amount \$ _____
Does employee have access to a Retirement Account: Yes ☐ No ☐
If yes, to what amount do they have access? \$ _____

Signature: _____

Date: _____

Print your name: _____

Title: _____

Tel. # _____

Warning: Title 18, Section 1001 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

VERIFICATION OF PUBLIC ASSISTANCE INCOME

Authorization: Federal Regulations require us to verify Public Assistance Income of all members of the household applying for participation in the HOME Investment Partnership Program (HOME) which we operate and to re-examine this income periodically. We ask your cooperation in supplying this information. This information will be used only to determine the eligibility status and level of benefit of the household.

Your prompt return of the requested information will be appreciated. A self-addressed return envelope is enclosed.

Public Assistance Data

Rate per Month

Number in Family: _____

Aid to Families with Dependent Children

\$ _____

General Assistance

\$ _____

Does this amount include court-awarded support payments?

☐ Yes ☐ No

Amount specifically designated for shelter and utilities

\$ _____

Other assistance—type:

\$ _____

Total Monthly Grant

\$ _____

Other income—Sources:

\$ _____

Maximum allowance for rent and utilities (as-paid states)

\$ _____

Amount of public assistance received during past 12 months

\$ _____

Release: I hereby authorize the release of the requested information

Signature of Applicant

Date

Or a copy of the executed "HOME Program Eligibility Release Form," which authorizes the release of the information requested, is attached.

Signature of _____ or

Authorized Representative _____

Title: _____

Date: _____

Telephone: _____

Warning: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.

ZERO ASSET CERTIFICATION-HUD

Name of Applicant/Resident _____ Date _____

Address _____ Phone _____

Property _____ Unit No. _____

☐ Initial Certification Date of Expected Move-In _____

☐ Recertification (Annual or Interim) Effective Date _____

You have applied to live in an apartment that is governed by the Rural Development, LIHTC, HOME, and/or HUD Program. These programs require us to certify all of your income, asset and eligibility information as part of determining your household's eligibility. Program requirements state we must verify each income and asset source and other claims of eligibility. We must determine this prior to granting your eligibility and, if such eligibility is granted, each subsequent year you remain in the unit.

I affirm that on this day, I do not own any asset from any of the sources shown below that would be considered for my eligibility where I am currently applying for residency.

1. More than \$500.00 cash on hand, in safety deposit box, piggy bank, etc.
2. Savings account
3. Checking account
4. Revocable trust
5. Real property (house, trailer, land)
6. Stocks
7. Bonds
8. Money market account
9. Certificate of deposit
10. IRA or Keogh accounts
11. Retirement or pension funds (set up through employer)
12. Life insurance policy (that can be cashed in or borrowed from)
13. Personal property held for investment (collections for resale)
14. Lottery winnings, inheritance, capital gains, lawsuit settlement, etc.

I further affirm that I will notify management, as required by HUD and the lease agreement, of any changes in income, assets or familial status within five (5) business days of occurrence.

I hereby state that the information given above is true and complete to the best of my knowledge. I understand that providing false information is a breach of my lease and may be subject to criminal penalties.

Signature of applicant/resident

Date

Signature of applicant/resident

Date

Signature of witness

Date

Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. HUD and any owner (or any employee of HUD or the owner) may be subject to penalties for unauthorized disclosures or improper use of information collected based on the consent form. Use of the information collected based on this verification form is restricted to the purposes cited above. Any person who knowingly or willingly requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD or the owner responsible for the unauthorized disclosure or improper use. Penalty provisions for misusing the social security number are contained in the **Social Security Act at 208 (a) (6), (7) and (8). Violation of these provisions are cited as violations of 42 U.S.C. 408 (a) (6), (7) and (8).**

CERTIFICATION OF ZERO INCOME

(Each adult household member must complete this form.)

Head of Household Name: _____ Unit No.: _____

Development Name and Address: _____

A. Within the next 12 months, will you receive income from any of the following sources?

You must supply additional information to verify all 'Yes' answers.

- | | | | |
|--|---|--|---|
| ☐ Yes ☐ No | Wages, bonus, commissions, tips, etc. | ☐ Yes ☐ No | Self-employment (includes Uber/Lyft, online sales, etc.) |
| ☐ Yes ☐ No | Unemployment Benefits | ☐ Yes ☐ No | Annuities, insurance policies, stocks, etc. |
| ☐ Yes ☐ No | Worker's Compensation | ☐ Yes ☐ No | Pensions, IRA, 401K |
| ☐ Yes ☐ No | Disability Payments | ☐ Yes ☐ No | Income from rental property |
| ☐ Yes ☐ No | Alimony | ☐ Yes ☐ No | Death Benefits |
| ☐ Yes ☐ No | Child Support | ☐ Yes ☐ No | Interest/dividends from assets, including bank accounts |
| ☐ Yes ☐ No | Social Security | ☐ Yes ☐ No | Direct Sales Consulting such as Mary Kay, Tupperware, Pampered Chef, etc. |
| ☐ Yes ☐ No | Help with paying bills or other expenses or regular gifts of money from family or friends who don't live with you (including online donations such as GoFundMe or through a local bank) | ☐ Yes ☐ No | Work for cash (babysitting, lawncare, etc.) |
| | | ☐ Yes ☐ No | Any other source (if yes, explain below)
_____ |

B. Mark the ONE statement that applies to you:

- ☐ I do not expect to have any source of income in the next 12 months.
- ☐ I have been hired for a new job or I will be receiving another source of income soon. I will give you more information for verification purposes.

C. If you have circled N for each source of income in section A, and you do not expect to have any source of income in the next 12 months, explain how you will pay for the following:

(write N/A if the cost does not apply to your household)

Rent (including garage rent, if applicable) _____

Utilities _____

Food _____

Clothing _____

School supplies _____

Cell phone or phone _____

TV (cable, dish, satellite) and/or internet _____

Medical care _____

Medications & prescriptions: _____

Personal care products (shampoo, toothpaste, etc.) _____

Vehicle expenses (car payments, insurance, fuel, etc.) _____

Payments on credit card balances _____

Other expenses not listed above _____

Additional comments _____

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. I further understand that providing false representations constitutes an act of fraud. False, misleading, or incomplete information may result in the termination of my lease agreement. I understand that I may be required to periodically update this information as requested by owner/agent.

Signature of Applicant/Tenant

Printed Name of Applicant/Tenant

Date