

**City of Tyler**  
**First Time Home Buyers Program**  
**INTAKE APPLICATION**

The City of Tyler First Time Home Buyers Program (FTHB) has funding available for first time home buyers purchasing a single family home. FTHB offers assistance up to \$7,500 for qualified families as a 0% interest deferred forgivable loan. FTHB is funded through the Community Development Block Grant (CDBG) received from the U.S. Department of Housing and Urban Development (HUD).

To apply for assistance under the FTHB, please complete the application and return the application and required documents to the City of Tyler Neighborhood Services. Applicants will receive notification upon receipt of the application along with additional program information.

Incomplete applications or applications with missing or omitted information are ineligible until a complete application is submitted. Applications are reviewed and processed on a first come, first served basis. Funding is limited. Once funding for the FTHB is exhausted, all applications will be placed on a wait list until more funding is secured. Submission of an application does not automatically qualify your household for assistance.

**Eligibility Criteria**

Your household and the property must meet the following:

You must be a first time home buyer.

You must attend and complete a Homebuyer Education course from a HUD approved counselor within twelve (12) months of submitting the application.

You must be a U.S. Citizen, Citizen National, or Qualified Alien.

You must intend to occupy the purchased property as your primary residence for a minimum of five (5) years.

If you have a co-signer on the primary mortgage, the co-signed must reside in the household as well.

Your household's annual income must be at or below 80% of the area median income for your household size.

The property must be within the City of Tyler city limits

The property must be a single family residence.

The property must have been built during or after 1978.

The property must pass a home inspection.

The property must pass a Housing Quality Standards Inspection.

The property must not be located in a floodplain or floodway.

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Social Security Number: \_\_\_\_/\_\_\_\_/\_\_\_\_

Telephone # : (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Rent: \_\_\_\_ Own: \_\_\_\_ Number of Years: \_\_\_\_ Amount of Rent: \_\_\_\_\_

Former Address: \_\_\_\_\_ Rent: \_\_\_\_ Own: \_\_\_\_ Number of Years: \_\_\_\_\_



Co-Borrower:

Name: \_\_\_\_\_ DOB \_\_\_\_\_ Social Security Number \_\_\_\_/\_\_\_\_/\_\_\_\_

Borrower's household income cannot exceed 80% of the median income according to family size based on HUD's limits. The chart below is effective July 2020.

Family Size	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
30%	\$14,050	\$16,050	\$18,050	\$20,050	\$21,700	\$23,300	\$24,900	\$26,500
50%	\$23,450	\$26,800	\$30,150	\$33,450	\$36,150	\$38,850	\$41,500	\$44,200
80%	\$37,450	\$42,800	\$48,150	\$53,500	\$57,800	\$62,100	\$66,350	\$70,650

**HOUSEHOLD COMPOSITION AND CHARACTERISTICS** – List the Head of Household and all other persons who will be living in the property. If there are children currently in college, a transcript will be required to be submitted.

Household Member Name	Relationship to Head of HH	Age	Sex
	Head of Household		

**INCOME INFORMATION** - Income includes all money flowing into the household from all persons over 18 years old, plus benefits received on behalf of minor children. Such things as wages, self-employment wages, AFDC, alimony, Social Security Benefits, Pensions, Child Support, regular gifts from friends or family, money earned from providing services, and interest from bank accounts or investments must be disclosed. Failure to disclose any income or assets is a criminal offense under Section 1001 of Title 18 of the U.S. Code. All income and assets will require verification from the providing sources before eligibility will be granted.

Household Member Name	Full Time Student?	Source of Income (Employer, child support, etc.)	Rate of Pay (Hourly, Salary)	Hours Worked Per week	Payment Basis (Weekly, Monthly, etc.)



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**ASSET INFORMATION**—You are also required to report information about assets. Assets include such things as other real estate properties owned by members in the household, checking and savings accounts, investment accounts, vintage vehicles, money earned from the sale of items or investment accounts or assets disposed of for less than market value within the past two years, and items purchased for investment value, such as stamps, coins, firearms, paintings and other collectibles.

Household Member Name	Type and Source of Asset (Savings/checking accounts, investments, etc.)	Cash Value of Asset	Annual Income From Asset

#### CREDIT INFORMATION:

This section applies to the Borrower and the Co-Borrower. Please circle either Yes or No to each question.

- (yes) (no) Do you have any outstanding judgments?
- (yes) (no) In the past seven years, have you been declared bankrupt?
- (yes) (no) Have you had real property foreclosed on or voluntarily given real property back to the seller?
- (yes) (no) Are you a co-signer or endorser on a note?
- (yes) (no) Are you a party in a lawsuit?
- (yes) (no) Are you obligated to pay alimony, child support or separate maintenance?

If any answers are "yes," please explain: (If more room is needed, please attach an additional sheet)

The following is for reporting purposes only:

Please check all that apply for Head of Household

Race	Hispanic or Latino	
	Yes	No
White: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asian: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>

Special Needs	
Disabled	<input type="checkbox"/>
Elderly:	<input type="checkbox"/>
Homeless:	<input type="checkbox"/>



How did you hear about our FTHB Program?

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**All Applicants Must Sign: APPLICANT CERTIFICATION**

All household members age 18 and over must sign this application. I/We understand the information provided above is collected to determine if I/we are eligible to receive Homebuyers Program assistance. I/We hereby certify that all the information provided herein is true and correct. I/We understand that providing false statements or information is grounds for termination of housing assistance and is punishable under federal law. I/We authorize the City of Tyler to verify all information provided on this application.

Signature of Applicant:

Date

Signature of Applicant:

Date

Signature of Applicant:

Date

Signature of Applicant:

Date

**Warning:** Title 18, Section 1010 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.

Completed by City of Tyler Staff only:

Date      Complete      Application      Received:      \_\_\_\_\_      Received      by:

Comments: \_\_\_\_\_





# First Time Home Buyers Program Eligibility Release Form

City of Tyler, 900 West Gentry Parkway, Tyler, TX  
75701, 903-531-1303 DATE \_\_\_\_\_

**Purpose:** Your signature on this HOME Program Eligibility Release Form, and the signatures of each member of your household who is 18 years of age or older, authorizes the above-named organization to obtain information from a third party relative to your eligibility and continued participation in the First Time Home Buyers Program.

**Privacy Act Notice Statement:** The Department of Housing and Urban Development (HUD) is requiring the collection of the information derived from this form to determine an applicant's eligibility in a Homebuyers Assistance Program and the amount of assistance necessary using HOME and/or CDBG funds. This information will be used to establish level of benefit on the HOME/CDBG Program; to protect the Government's financial interest; and to verify the accuracy of the information furnished. It may be released to appropriate Federal, State, and local agencies when relevant, to civil, criminal, or regulatory investigators, and to prosecutors. Failure to provide any information may result in a delay or rejection of your eligibility approval. The Department is authorized to ask for this information by the National Affordable Housing Act of 1990.

**Instructions:** Each adult member of the household must sign a First Time Home Buyers Program Eligibility Release Form prior to the receipt of benefit and on an annual basis to establish continued eligibility. Additional signatures must be obtained from new adult members whenever they join the household or whenever members of the household become 18 years of age.

**NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. IF A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506, "REQUEST FOR COPY OF TAX FORM" MUST BE PREPARED AND SIGNED SEPARATELY.**

Head of Household—Signature, Printed Name, and Date:  
Family Member HEAD

Other Adult Member of the Household—Signature, Printed Name, and Date:  
Family Member #3

**Information Covered:** Inquiries may be made about items initialed by applicant/tenant.

	Verification Required	Initial s
Income (all sources)		
Assets (all sources)		
Child Care Expense		
Handicap Assistance Expense (if applicable)		
Medical Expense (if applicable)		
Other (list) _____ _____		
Dependent Deduction ____ Full-Time Student ____ Handicap/Disabled ____ Family Member ____ Minor Children		

**Authorization:** I authorize the City of Tyler and Neighborhood Services Department and HUD to obtain information about me and my household that is pertinent to eligibility for participation in the Homebuyers Program.

I acknowledge that:

- (1) A photocopy of this form is as valid as the original.
- (2) I have the right to review the file and the information received using this form (with a person of my choosing to accompany me).
- (3) I have the right to copy information from this file and to request correction of information I believe inaccurate.
- (4) All adult household members will sign this form and cooperate with the owner in this process.

Other Adult Member of the Household—Signature, Printed Name, and Date:  
Family Member #2

Other Adult Member of the Household—Signature, Printed Name, and Date:  
Family Member #4



# FORM 1010

Borrower(s): \_\_\_\_\_

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

## Statement/Explanation of Supporting Documentation

Section 1010 of Title 18, U.S.C., Department of Housing and Urban Development and Federal Housing Administration Transactions, provides: Whomever, for the purpose of influencing in any way the action of such Department – makes, passes, utters, or publishes any statement, knowing that same to be false – shall be fined not more than \$5,000 or imprisoned not more than two years, or both.” Other Federal statutes provide severe penalties for any fraud or intentional misrepresentation made for the purpose of influencing the issuance of any guaranty or making of any loan.

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Signature of Borrower(s):

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Other Adult Household Member(s) Eighteen (18) years old or older:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_



## **CERTIFICATION OF ZERO INCOME**

(Each adult household member must complete this form, if applicable)

Name (Printed): \_\_\_\_\_

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

1. I hereby certify that I do not individually receive income from any for the following sources:

- Wages from employment (including commissions, tips, bonuses, fees, etc.);
- Income from operation of a business;
- Rental income from real or personal property;
- Interest or dividends from assets;
- Social Security payments, annuities, insurance policies, retirement funds, pensions, or death benefits;
- Unemployment or disability payments;
- Public assistance payments;
- Periodic allowances such as alimony, child support, or gifts received from persons not living in my household;
- Sales from self-employment resources (Avon, Mary Kay, etc.);
- Any other source not named above.

2. I currently have no income of any kind and there is no imminent change expected in my financial status during the next 12 months.

3. Please explain the source of funds you will be using to make the mortgage payments:

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Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of federal assistance.

\_\_\_\_\_  
Signature of Household Member

\_\_\_\_\_  
Date

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City of Tyler First Time Home Buyer Certification of Zero Income



## Top 10 Reasons City of Tyler Deferred Loan Applications Are Rejected or Delayed

1. **Poor communications.** There are many parties involved in a real estate transaction -- buyer, seller, real estate agent, mortgage banker, home inspectors, appraiser, title companies-- and each must have complete understanding of what is going on at any given time. These loans do not close themselves rather they require twice the work from everyone involved.
2. **Income calculation can differ based on the program and lender guidelines.** You, your lender and City of Tyler may come up with different incomes for your household.
3. **Misunderstandings.** You will need loan programs explained. Your loan representative can help you with any loan terms you may not be familiar with. You can visit many online glossaries or pick up one of many real estate mortgage books, virtually all of which contain a glossary.
4. **Being in denial about what you can really afford.** Most folks let the lenders decide what you can afford to borrow. You may not have a problem with a lender approving you for a higher than appropriate loan. From that, you decide what your budget will realistically let you afford to pay each month. Get pre-approved with a bona fide, carved-in-stone pre-approval that guarantees in writing a loan amount, interest rate, and as much of the other loan terms as possible. City of Tyler will not assist buyers with housing costs greater than 1/3 of gross salary for the household.
5. **Over looking property repair problems.** Government loans on homes in need of repair need to come with instructions explaining who is responsible for repairs and when. City of Tyler cannot assist/fund any loan until all repairs are corrected.
6. **Lack of understanding about the loan and City of Tyler process.** A working knowledge of what happens during the processing, underwriting, and closing of a loan is crucial.
7. **Not completing loan conditions in timely manner.** Many times buyers do not understand the commitment from lender and City of Tyler is based on meeting certain conditions. City of Tyler requires Homebuyer Counseling of buyers in a timely manner and Inspection and possible repairs.
8. **Poor Preparation.** The more information you have available at application -- proof of income, investments, assets, debts, tax returns for the self-employed, even addresses, current and past -- the more complete the loan officer's and City of Tyler analysis can be in a more timely manner.
9. **Right House wrong Location.** Some Local Cities, Counties and the State also have some Programs that may be available. In all cases proof of where property taxes are paid will be reviewed to determine if home is located in eligible area.
10. **Non-Compatible loan products.** City of Tyler only pays certain costs and does not allow the lender to charge additional costs. Usually sub-prime loans charge more than our guidelines will allow. Lenders offer a variety of products (ARMs, etc.) or have additional requirements such as prepayment penalties and these are not allowed by City of Tyler.

Applicant's Signature \_\_\_\_\_, \_\_\_\_\_

Applicant's' Initials \_\_\_\_\_, \_\_\_\_\_

Date \_\_\_\_\_





## First-Time Homebuyer Status

Homebuyer(s) Name: \_\_\_\_\_

\_\_\_\_\_

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

Please check one:

- ☐ I/We hereby certify that I/We meet the definition of a first-time homebuyer as described below and do not currently own any real estate. I/We further certify that the submitted executed loan application is valid proof of my/our first-time homebuyer status and that all copies provided are true and correct (Check all that apply).
- ☐ An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers).
  - ☐ A single parent who is a displaced homemaker;
  - ☐ A single parent whose former spouse now owns the previous residence;
  - ☐ An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations.
  - ☐ An individual who has only owned a property that was not in compliance with state, local, or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.
- ☐ I/We hereby certify that I/We do not currently meet the definition of a first-time homebuyer because I/We have owned a home and/or real estate in the last three years. However, presently I/We do not own a home and/or real estate.

I/We certify that all information and copies provided to the Homebuyer Assistance Program are true. I/We understand that any discrepancies may result in my/our disqualification from the Homebuyers Assistance Program and the funds received will have to repay.

\_\_\_\_\_  
Signature of Homebuyer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Homebuyer

\_\_\_\_\_  
Date



**Intent to Occupy the Property as Primary Residence**

Homebuyer(s) Name: \_\_\_\_\_

\_\_\_\_\_

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

Homebuyer certifies that he or she will occupy the above referenced address and it will be his or her principal residence throughout the required affordability period.

Homebuyer understands that his or his acceptance of the down payment and/or closing cost assistance through the City of Tyler First Time Home Buyer Program will result in the attachment of a lien in favor of the City of Tyler on the above referenced address.

Homebuyer further certifies that all information and copies of documents provided to the Mortgage Company and/or the City of Tyler are true and correct.

Homebuyer understands that any discrepancies or misstatements may result in his or her disqualification from the HOME/CDBG Program and possible repayment of the assistance received.

\_\_\_\_\_  
Signature of Homebuyer      Date      Printed Name of Homebuyer

\_\_\_\_\_  
Signature of Homebuyer      Date      Printed Name of Homebuyer

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