



Lisa Weathers
BROKER

Home Purchase Intake & DAP* Eligibility Packet

*Downpayment Assistance Program

DID YOU KNOW? HUD Homes are available to all buyers, but Owner Occupants (those who will actually live in the home as their primary residence) always get **First Priority**.

If you need assistance with down payment and/or closing costs there are various program options that you may be able to access, each with their own requirements and limits. We are experts at layering available programs according to your needs, but there are restrictions. Often, you must be a First Time Homebuyer to qualify for assistance.

Fortunately- the definition of a First-time Homebuyer may surprise you! You are considered to be a First-time Homebuyer if you meet **ANY** of the following criteria:

1. You have not owned your primary residence in the last 3 years.
2. You are a single parent who has only owned with a former spouse while married.
3. You are a displaced homemaker who only owned with a spouse.
4. You owned a residence not permanently affixed to a permanent foundation.
5. You owned a home that was not compliant with codes, which could not be brought into compliance for less than the cost of constructing a permanent structure.

First-time homebuyers receiving assistance typically need to complete a HUD approved homebuyer education course (in person or online), and often must have income within established limits (sometimes according to your household size).

NOTE: You May Not qualify for assistance if you:

- Buy a property that needs **renovation**.
- Buy **vacant land**.
- Buy **2-4 units**.
- Plan to **build** a home from “the ground up”.

DON'T WORRY! We will structure a strategy, action plan, loan and purchase contract according to your unique needs while accessing any available programs for which you qualify. **Even without assistance, you should only need 3.5% (or less) down to buy a home.**

APPLICANT'S HOUSEHOLD COMPOSITION

List all household members (including children) who will reside in the home to be purchased.

#	Name	Age	Relationship to Applicant
1			
2			
3			
4			
5			
6			
7			

Please add a page if you need more space

APPLICANT INFORMATION

Applicant	Co-Applicant
Name _____ Gender _____ Social Security # _____ Date of Birth _____ Present Address: <input type="checkbox"/> Own <input type="checkbox"/> Rent Number of Years: _____ Street _____ City _____ State _____ Zip Code _____ Preferred contact phone (_____) _____ Email _____ Previous Address (if less than 2 years at present address): Street _____ City _____ State _____ Zip Code _____ Number of years at previous address: _____ <input type="checkbox"/> Own <input type="checkbox"/> Rent	Name _____ Gender _____ Social Security # _____ Date of Birth _____ Present Address: <input type="checkbox"/> Own <input type="checkbox"/> Rent Number of Years: _____ Street _____ City _____ State _____ Zip Code _____ Preferred contact phone (_____) _____ Email _____ Previous Address (if less than 2 years at present address): Street _____ City _____ State _____ Zip Code _____ Number of years at previous address: _____ <input type="checkbox"/> Own <input type="checkbox"/> Rent
Marital Status: <input type="checkbox"/> Married (If Married include spouse's name below) Spouse's name: _____ <input type="checkbox"/> Separated since (date) _____ <input type="checkbox"/> Legally? <input type="checkbox"/> Unmarried (includes single, divorced or widowed).	Marital Status: <input type="checkbox"/> Married (If Married include spouse's name below) Spouse's name: _____ <input type="checkbox"/> Separated since (date) _____ <input type="checkbox"/> Legally? <input type="checkbox"/> Unmarried (includes single, divorced or widowed).
No. of dependents _____ Ages _____ Current Monthly Housing Payment \$ _____	No. of dependents _____ Ages _____ Current Monthly Housing Payment \$ _____

CURRENT EMPLOYMENT & INCOME INFORMATION

If employed in more than one (1) position, please provide a second page with the information below.

Self-Employed Borrower(s) may be required to provide additional documentation such as profit and loss and financial statements, bank statements, 1099 form(s) if applicable, and prior years' tax returns.

Applicant	Co-Applicant
Name & Full Address of Employer: _____ _____ Zip: _____ Employer Phone #() _____ No. of Years with Employer ____ Position _____ Type of Business _____	Name & Full Address of Employer: _____ _____ Zip: _____ Employer Phone #() _____ No. of Years with Employer ____ Position _____ Type of Business _____

Are you (please check all that apply):

Employed for Hourly Working Full-time

Employed for Salary Working Part-time

Self-employed Paid Weekly

Employed on Commission Paid Bi-Weekly

Employed on Contract Basis Paid Twice a Month

Paid Monthly Other (Specify)_____

Gross Yearly Income \$ _____ (**BEFORE** taxes)

Are you (please check all that apply):

Employed for Hourly Working Full-time

Employed for Salary Working Part-time

Self-employed Paid Weekly

Employed on Commission Paid Bi-Weekly

Employed on Contract Basis Paid Twice a Month

Paid Monthly Other (Specify)_____

Gross Yearly Income \$ _____ (**BEFORE** taxes)

Item	Applicant	Co-Applicant	Total
Base Monthly Employment Income (Pre-tax)	\$	\$	\$
Overtime	\$	\$	\$
Bonuses	\$	\$	\$
Commissions	\$	\$	\$
Dividend/Interest	\$	\$	\$
Net Rental Income	\$	\$	\$
Social Security	\$	\$	\$
Other (Pension, Child Support etc.)	\$	\$	\$
Total	\$	\$	\$

	Applicant	Co-Applicant
Were you unemployed at any time in the last 2 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were you disabled at any time in the last 2 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you had a consistent 2nd job for the last 2 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

OTHER INCOME (IF ANY)

Unemployment, Child Support, Alimony, Retirement/Pension, Social Security, Disability, etc.

Attach additional pages if more accounts than spaces provided below.

Applicant		Co-Applicant	
Source	Monthly Amount	Source	Monthly Amount
	\$		\$
	\$		\$
	\$		\$
	\$		\$

EDUCATION

How many years of school have you completed?

Applicant

Co-Applicant

(High school is 12 years).

Number of years completed: _____

DECLARATION OF ASSETS (IF ANY)

Please provide a complete description in the table below of NON-RETIREMENT assets for all applicants, including checking and savings accounts, stocks and bonds, net worth of any business owned, and any equity in real property. For all items and all applicants, please attach supporting documentation as required (please see the Required Document Checklist for details).

Retirement Assets: Do you or any applicants have retirement assets that include funds dedicated to **federally recognized retirement programs** such as IRAs, 401(k) plans, company pension plans, and/or Deferred Compensation plans? If yes, please briefly identify them, and describe their approximate values:

Account Type _____	Holder: _____	Approximate Value: \$ _____
Account Type _____	Holder: _____	Approximate Value: \$ _____
Account Type _____	Holder: _____	Approximate Value: \$ _____
Account Type _____	Holder: _____	Approximate Value: \$ _____

LIQUID ASSET INFORMATION

Savings, Checking, Credit Union, CD's, Non-retirement Stocks, Bonds and Mutual Funds, Cash etc. Attach additional pages if more accounts than spaces provided below.

Owner	Type of Asset	Account Name	Account #	Amount	Statement Date
<i>Example: Applicant</i>	<i>Savings</i>	<i>Bank of America</i>	<i>12345</i>	<i>\$5,000</i>	<i>7/1/2014</i>

GIFT FUNDS (IF ANY)

List the amount of ANY gift funds from family/friends, not yet received, that you intend to use to purchase your home.

Applicant	Co-Applicant
Source/Name _____ Relationship of Donor _____	Source/Name _____ Relationship of Donor _____
Gift Amount \$ _____	Gift Amount \$ _____

REAL ESTATE OWNED (IF ANY)

Address of Property (Indicate "S" if Sold, "P" if Pending Sale, or "R" if Rental inbox to the right, below)	Present Market Value	Amount of Mortgages and Liens	Gross Rental Income	Mortgage Payment	Taxes, Insurance, Maintenance and Misc.	Net Rental Income
	\$	\$	\$	\$	\$	\$
Totals	\$	\$	\$	\$	\$	\$

FEDERAL DEMOGRAPHIC INFORMATION

The following questions do not affect your eligibility for any program; however, your answers will help in monitoring possible discrimination in home loan financing. Please take a moment now to answer these questions for ALL applicants:

Applicant

Ethnicity

- Hispanic Not Hispanic
- Mexican Puerto Rican Cuban
- Other Hispanic or Latino (Specify) _____
- I do not wish to furnish this information

Race

- American Indian or Alaska Native
- Asian
 - Asian Indian Chinese Filipino
 - Japanese Korean Vietnamese
 - Other Asian (Specify) _____
- Black or African American
- Native Hawaiian or Other Pacific Islander
 - Native Hawaiian Guamanian
 - Chamorro Samoan
 - Other Pacific Islander (Specify) _____
- White
- I do not wish to furnish this information

Co-Applicant

Ethnicity

- Hispanic Not Hispanic
- Mexican Puerto Rican Cuban
- Other Hispanic or Latino (Specify) _____
- I do not wish to furnish this information

Race

- American Indian or Alaska Native
- Asian
 - Asian Indian Chinese Filipino
 - Japanese Korean Vietnamese
 - Other Asian (Specify) _____
- Black or African American
- Native Hawaiian or Other Pacific Islander
 - Native Hawaiian Guamanian
 - Chamorro Samoan
 - Other Pacific Islander (Specify) _____
- White
- I do not wish to furnish this information

DECLARATIONS

The following questions do not affect your basic eligibility for the HUD program; however, your answer will help program staff understand the particular challenges you may, or may not, face in qualifying for home loan financing (a mortgage). Please take a moment now to answer these questions for ALL applicants:

	Applicant	Co-Applicant
1. Are there any outstanding judgments against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you declared bankruptcy in the past 7 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been involved in the foreclosure process in the last 7 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are you currently a party to (involved in) any lawsuit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are you currently delinquent on any FEDERAL debt?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are you obligated to pay alimony/child support /separate maintenance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Is any part of your down payment borrowed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Are you currently a cosigner for anyone?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Are you a US citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Are you a permanent resident alien?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Do you intend to occupy the property as your primary residence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Have you owned your primary residence in the last 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

APPLICANT(S) ACKNOWLEDGMENT

- I/We give the relevant Federal/State/Local assistance program(s) and Lisa Weathers permission to share personal information and supporting documentation with primary lender(s) for final loan approval, as needed and as allowed by law.
- I/We understand that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in the termination of purchase and program eligibility and may be subject to civil and criminal liability.
- I/We declare under penalty of perjury that the information on this application is true, correct and complete to the best of my/our knowledge.

SIGNATURES

_____ Name of Applicant (Print)	_____ Signature of Applicant	_____ Date
_____ Name of Co-Applicant (Print)	_____ Signature of Co-Applicant	_____ Date

Non-Discrimination Policy

We do not discriminate against any persons on any grounds, including race, color, national origin, religion, sex or age, per Title VI of the Civil Rights Act, Section 109. **We encourage EVERYONE to participate!**

Broker of Record:

Lisa Weathers, MA
Mortgage and Real Estate Broker
DRE License #01442029
NMLS #334664

Please request a secure upload link or Return Completed Intake form (signed and dated) along with supporting documents to:

Email: Lisa@Lweathers.com
Fax: 415-707-2073
Phone: 415-323-3459
Web: www.Lweathers.com

If you prefer to provide your information verbally/personally, please contact us to request your Virtual Intake Consultation (VIC).

This licensee is performing acts for which a real estate license and Federal endorsement are required. Lisa Marie Weathers is licensed by the California Department of Real Estate, Broker # 01442029; and endorsed by the Nationwide Mortgage Licensing System, NMLS # 334664. Loan approval is not guaranteed and is subject to lender review of information. All loan approvals are conditional, and all conditions must be met by borrower. Loan is only approved when lender has issued approval in writing and is subject to the Lender conditions. **The services referred to herein are not available to persons located outside the state of California.**



REQUIRED DOCUMENT CHECKLIST (TO BE PROVIDED WITH INTAKE)

You must submit documentation for ALL adults (aged 18 and over) who will be on the loan

- Completed and signed Intake & Eligibility Packet, *with **relevant** documents listed here.*
- E-signed** Initial disclosures and authorizations **which you will receive via email.**
- Legible Copy of valid government-issued picture ID for all applicants.
- Copies of most recent two month's statement for all asset accounts being used to qualify for the loan (checking, savings, certificates of deposits, stocks, bonds, mutual funds and retirement accounts etc.). **Provide all pages. Both sides** (of double-sided documents).
- Current credit report fee and authorizations (forms will be provided at intake).
- Most recent one month's paystubs for all applicants.
- Most recent 3 years' W-2 forms.
- Most recent 3 years' FEDERAL tax returns (State returns not needed).
- Copy of bankruptcy petition and schedules, if applicable.
- Copies of documentation for any other sources of income, all pages (unemployment, social security, disability, annuities, pension, etc.).
- Copy of court-ordered divorce settlement, if applicable, indicating child custody terms, alimony and child support.

**REQUIRED ACTIONS ON HUD HOMES
(ONCE YOUR ARE IN CONTRACT ON A HUD HOME)**

- E-signed** HUD purchase contract and all supporting documents which will be sent to all buyers via email for electronic signatures.
- \$1,000 earnest money deposit (EMD) in the form of a **Cashier's Check OR Postal money order** made out to the applicant OR escrow holder and **delivered within 48 hours of offer acceptance.** You are advised to secure the cashier's check immediately upon offer acceptance and to deliver the same to the local listing agent immediately thereafter.
- Your home inspection and appraisal must be scheduled immediately but cannot proceed unless and until utilities are connected. All HUD homes are vacant with utilities shut OFF. **You will be assisted with all tasks as needed.**
- You must request HUD authorization to connect all utilities in Buyer's name and at Buyer's expense before inspections can proceed. **You will be assisted with all tasks as needed.**
- If the property needs health/safety repairs, you must hire a **licensed and insured Contractor** to bid and complete the job after closing. We will establish a repair escrow to hold repair funds with the lender (to pay for all repairs identified by the appraiser, Inspector, and/or Contractor). Repairs will be completed and confirmed after closing. **This will be coordinated with the lender and you will be assisted with all tasks as needed.**