

Ramsey County FirstHOME Program
Reservation/Application



Buyer's Name(s)

Lender/Broker Contact:

Lender/Broker Firm:

Lender Phone:

Email Address:

Lender Fax:

Source of First Mortgage:

Title Company:

Anticipated Closing Date:

Closing Agent Name:

Closing Agent Phone:

Closing Agent Email:

LENDER MUST ATTACH MORTGAGE APPLICATION FORM 1003

FirstHOME Buyer Assistance Calculation

1. Total Acquisition Costs (from 1003)	
2. Amount of First Mortgage	
3. Downpayment/Earnest Money /Buyer Contribution	
Financing Gap/Maximum FirstHOME Loan (= Line 1 less Line 2 and Line 3)	

Monthly Anticipated Housing Costs

Mortgage Payment (P and I)	
Property Taxes	
Association Dues (where applicable)	
Property Insurance	
Mortgage Insurance	
TOTAL	

Monthly Anticipated Housing Costs	
Buyer Anticipated Month Income	
Percentage Housing Cost of Income (Cost/Income) Must be over 30%	



Ramsey County FirstHOME Program



Ramsey County HRA is required to obtain the following information pursuant to HUD regulations. This is for statistical use only and does not affect loan approval or denial. This form must accompany request for reservation of funds.

List **All Adults** who will live in the property being purchased.

Name	Annual Income	Relationship

Total number of dependents who will live in the home being purchased:

Dependent children	Ages

Ethnicity (select only one)

- Hispanic or Latino
- Not Hispanic or Latino

Race (select one or more)

- White
- Am. Indian/Alaska Native and White
- Black/African-American
- Am. Indian/Alaska Native and Black/African
- American Indian/Alaskan Native
- Asian and White
- Hawaiian Native/Pacific Islander
- Asian and Black
- Asian
- Hawaiian/Pacific Islander and White
- Hawaiian/Pacific Islander and Black

Household Type check all that may apply)

- Single/Non-Elderly Elderly Related/ Two Parent
- Physically disabled Related/Single Parent Unrelated
- Other – Please describe:



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PROPERTY INFORMATION:

Address of home being purchased:

Street, City, Zip

Is this a single family home? Condo or Townhouse

Will all buyer(s) live in the home? Is the home currently occupied by the seller?

Is the home vacant now?

Was the home occupied by a tenant at any time in the past 90 days?

Purchase Price:

Number of Bedrooms:

ADDITIONAL REQUIRED INFORMATION:

Has any applicant or household member owned a home within the last 3 years? _____

Does the applicant have a minimum of three years of continuous, documentable full-time (2,080 hours annually) employment history?

Have the applicants completed homeownership counseling? _____

If not, what date will these programs be taken? _____

Has the property passed an FHA inspection? Yes No

(Note: Properties must be inspected and meet local housing quality standards before closing. The home must minimally meet Section 8 Housing Quality Standards and local requirements.)

Has a visual inspection for lead paint hazards been completed? Yes No

(Note: Properties built before 1978 are required to have a visual assessment for potential lead paint hazards and if a potential hazard is found, the property must be tested and federal requirements must be met. Individuals conducting the visual inspection for lead must have completed the HUD Visual Assessment Course and submit the certification)

IF THE PROPERTY TO BE PURCHASED HAS NOT PASSED AN FHA OR LOCAL HOUSING QUALITY INSPECTION AND/OR HAS NOT PASSED A VISUAL ASSESSMENT FOR LEAD, FirstHOME FUNDS CANNOT BE PROVIDED. PLEASE CONTACT THE RAMSEY COUNTY HRA IMMEDIATELY IF THIS WILL PRESENT A PROBLEM FOR THE TRANSACTION.



Ramsey County FirstHOME Program



I certify that the information presented in this reservation form, including the Household Income summary is accurate and complete.

Buyer **Date**

Buyer **Date**

Lender **Date**

Note: Approval and reservation of funds does not imply that funds requested will be provided; only that funds will be set-aside pending completion of required information package and full determination of eligibility.

