



Mortgage Assistance Program

Down Payment Assistance Loan Application

Congratulations on taking steps towards homeownership.

The city of Ontario, through its CalHome funded Mortgage Assistance Program, offers up to \$60,000 for each eligible household to be used towards down payment for the purchase of a home with in the designated census tracks. It is intended for lower income home buyers who can afford monthly mortgage payments but do not have enough to pay the initial home purchase down payment and non-reoccurring closing costs. The goal of the program is to increase homeownership in Ontario.

The Mortgage Assistance Program Loan is considered a “deferred payment loan.” The loan has a 1% simple interest rate and deferred for 30 years. This means you will be required to pay back the full amount plus 1% simple interest annum, 30 years from the date you purchased your home. This loan is never forgiven. Funds are available on a first come, first served basis with a fully executed and purchase contract.

In order to effectively determine your eligibility, please complete this application as thoroughly and accurately as possible. Please note that you must use a City of Ontario Approved Lender and submit a completed application for the Down Payment Assistance Loan. The application, along with all required documents, must be submitted a minimum of 4 weeks prior to any loan commitments or closing dates. When you are qualified you will be issued a letter of preapproval that will remain valid for 90 days.

The Mortgage Assistance Program Loan applications are available online at www.nphsinc.org.

If you have questions regarding the application process, please contact one of our Homeownership Specialist at (909) 988-5979.



City of Ontario
Mortgage Assistance Program Loan Application
APPLICATION INSTRUCTIONS

Please complete the attached application. The information provided is confidential and shall be used for the purpose of determining eligibility for the Ontario Down Payment Assistance Loan. In addition to completing this application, please submit Phase 1 documents for all persons receiving income in the household at the time of application to determine your eligibility.

Phase 1: Documents to be submitted with initial application to determine eligibility.

- Signed Application, Disclosures and including Exhibit A
- Copy of Driver's License and Social Security
- Copy of last 4 most recent paycheck stubs for all persons living in the household
- Copy of Last 3 years Federal Income Tax Returns with W-2s
- If Self-Employed must provide a Year-to-Date Profit and Loss Statement along with the previous 3 years Federal Tax Returns from a qualified institution
- Copy of other income documentation such as Alimony, Child Support, Social Security, SSI, Retirement and Disability (supply a copy of the award letter or a copy of the check or direct deposit bank statement)
- Copy of all pages from the 3 most recent bank statements of all accounts (showing the required down payment from the borrower's own funds). Must include other accounts such as mutual funds, stocks, bonds, 401K and IRAs
- Copy of Credit Report for ALL Applicants
- Copy of First Mortgage Loan Preapproval Letter
- 1003 Application

Phase 2: Documents to be submitted by first mortgage lender 15 days prior to closing.

- Fully executed purchase contract
 - Final loan approval letter from First Mortgage Lender
 - Loan Estimate
 - Escrow instructions with vesting
 - Preliminary Title Report with wire instructions
 - Appraisal
 - Home Inspection Report showing property is clear of all health and safety issues
 - Closing Disclosure
 - Verification of Employment
 - Homebuyer Education Certificate of Completion with Neighborhood Partnership Housing Services
-

Ontario Mortgage Assistance Program Loan Application

Primary Applicant Information

First Name: _____ MI: _____ Last Name: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Cell Telephone: _____ Birth date: _____ Email: _____

Mailing address: _____ Social Security Number: _____

California Diver License Number/California ID: _____

Marital Status Single Married Divorced Separated Widowed

Disability/ Special Need Yes No

Veteran Yes No

First Time Homebuyer Yes No

Foreign Born: Yes No

Primary Language: _____

Section 1: Employment Information

Current Employer: _____

Work Phone: () _____ Fax: () _____

Employers Address: _____

How long have you been at your current employer: _____ Your Hire Date: _____

Email: _____ Title/Position: _____ Supervisors Name: _____

Supervisors Phone Number: () _____

Compensation: \$ _____ Yr. Hourly Rate: \$ _____/hr. Hours Worked Per Week: _____

Gross Monthly Income (before taxes): \$ _____ Net Monthly Income (after taxes) \$ _____

Self Employed P&L (YTD gross): _____ Self Employed P&L (YTD net): _____

Section2: Housing Arrangement and History

Describe your current housing arrangement:

Homeowner with Mortgage

Rent: \$ _____ Per Month

Does Not Pay Rent

Homeowner with a Mortgage \$ _____ Per Month

How long have you lived at your current residence: _____

Have you or any other person listed on this application, purchased or had ownership interest in a residential unit within the last 3 years:

Yes No

Section3: Home Ownership Information

Have you or any other person listed on this application, purchased or had ownership interest in a residential unit within the last 3 years:

Yes No

Have you or your co-applicant filed for bankruptcy or foreclosed on a property in the past 3 years: Yes No

What is maximum housing payment you are comfortable making? \$ _____

Section 4: Household Type Information

Male/Female-headed Single-Parent Household
 Single Adult

Married with Dependents

Married without Dependents

Household Size: _____

Number of Dependents: _____

Ages of Dependents: _____, _____, _____, _____, _____, _____

Section5: Assets

Borrower

Balance

Checking Account: \$ _____

Savings Account: \$ _____

Money Market: \$ _____

Other (stocks, bonds, ext.): \$ _____

401K and Retirement: \$ _____

Co-Borrower

Balance

Checking Account: \$ _____

Savings Account: \$ _____

Money Market: \$ _____

Other (stocks, bonds, ext.): \$ _____

401K and Retirement: \$ _____

How much do you have for your down payment: \$ _____

Section 6: Liabilities

Borrower

<u>Name</u>	<u>Unpaid Balance</u>	<u>Monthly Payment:</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Co-Borrower

<u>Name</u>	<u>Unpaid Balance</u>	<u>Monthly Payment:</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Are all debts listed? Yes No

Is any debt past due? Yes No How many months? _____

Have you or your co-applicant filed for bankruptcy or foreclosed on a property in the past 3 years? Yes No

Section 7: Lender Information

I have been pre-approved for a first mortgage: Yes No

I am in contract to buy a house and have a closing date for my loan: Yes No If yes, please enter the closing date: _____

Name of Loan Officer: _____

Name of Bank: _____

Telephone of Loan Officer: _____

Email of Loan Officer: _____

Ontario Mortgage Assistance Program Loan Application

Co - Applicant Information

First Name: _____ MI: _____ Last Name: _____
Street Address: _____ City: _____ State: _____ Zip Code: _____
Home Telephone: _____ Cell Telephone: _____ Birth date: _____ Email: _____
Mailing address: _____ Social Security Number: _____
California Diver License Number/California ID: _____

Marital Status Single Married Divorced Separated Widowed

Disability/ Special Need Yes No

Veteran Yes No

First Time Homebuyer Yes No

Foreign Born: Yes No

Primary Language: _____

Section 1: Employment Information

Current Employer: _____
Work Phone: () _____ Fax: () _____
Employers Address: _____
How long have you been at your current employer: _____ Your Hire Date: _____
Email: _____ Title/Position: _____ Supervisors Name: _____
Supervisors Phone Number: () _____

Compensation: \$ _____ Yr. Hourly Rate: \$ _____/hr. Hours Worked Per Week: _____
Gross Monthly Income (before taxes): \$ _____ Net Monthly Income (after taxes) \$ _____
Self Employed P&L (YTD gross): _____ Self Employed P&L (YTD net): _____

Section2: Housing Arrangement and History

Describe your current housing arrangement:

Homeowner with Mortgage

Rent: \$ _____ Per Month

Does Not Pay Rent

Homeowner with a Mortgage \$ _____ Per Month

How long have you lived at your current residence: _____

Have you or any other person listed on this application, purchased or had ownership interest in a residential unit within the last 3 years:

Yes No

What is maximum housing payment you are comfortable making? \$ _____

Section3: Home Ownership

Have you or any other person listed on this application, purchased or had ownership interest in a residential unit within the last 3 years:

Yes No

Are all debts listed: Yes No

Is any debt past due: Yes No How many months: _____

Have you or your co-applicant filed for bankruptcy or foreclosed on a property in the past 3 years: Yes No

What is maximum housing payment you are comfortable making? \$ _____

Section 4: Relation to Applicant

Grandfather/Grandmother

Husband/Wife

Uncle/Aunt

Niece/Nephew

Son/Daughter

Father/Mother

Sister/Brother

Girl Friend/ Boy Friend

Domestic Partner

Acknowledgement and Certifications

By signing below I acknowledge, accept and certify the following:

1. I am aware that my application is being submitted to NPHS/City of Ontario for a down payment assistance loan.
2. I am aware that this is a deferred loan and I am required to repay it 30 years from my closing date with 1% simple interest.
3. I understand that this loan is never forgiven.
4. I understand that funds for this loan are not guaranteed and are only available on a first come, first served basis with a fully executed and purchase contract.
5. I understand and agree that NPHS/City of Ontario is not responsible for the loss of any earnest money deposits or any other monetary losses associated with my purchase transaction or as a result of this application being either approved or denied.
6. I understand and agree that NPHS/City of Ontario is not responsible for any fees, costs or additional expenses associated with my purchase transaction or incurred as a result of this application being either approved or denied.
7. I understand that NPHS/City of Ontario reserves the right to reverse any loan approvals based on additional information discovered that proves the applicant is not eligible for assistance.
8. I understand that once my application is submitted, I will not be permitted to make any changes that will affect my ratios, household size, income and number of dependents. It is my responsibility to verify the completeness and accuracy of my application before it is submitted to NPHS/City of Ontario.
9. I certify that I have not had ownership interest in a residential unit within the last three years.
10. I agree that this application is the property of NPHS/City of Ontario and need not be returned to me.
11. I certify that the information contained in this application including all exhibits is true and complete as of the date below.

IF ANY INFORMATION IS WITHHELD, FALSIFIED, OR WILLFULLY MISREPRESENTED, NPHS/CITY OF ONTARIO RESERVES THE RIGHT TO REFUSE FUNDING, OR TO CALL THE LOAN DUE-IMMEDIATELY UPON DEMAND. ACCEPTANCE OF THIS APPLICATION BY NPHS/CITY OF ONTARIO DOES NOT MEAN YOU HAVE BEEN APPROVED FOR A LOAN. NPHS/CITY OF ONTARIO WILL NOTIFY YOU IN WRITING IF YOU HAVE BEEN APPROVED OR DENIED A LOAN.

Applicant Signature

Date

Co-Applicant Signature

Date

NON BORROWER'S EMPLOYMENT AND INCOME INFORMATION

(Exhibit A)

List names and income/employment information of additional family members who will be living in the house that are **Non Borrowers** of this purchase transaction:

Non-Borrower Name: _____

Employer _____

Monthly Gross Income: _____

Non-Borrower Name: _____

Employer _____

Monthly Gross Income: _____

Non-Borrower Name: _____

Employer _____

Monthly Gross Income: _____

Office Use Only

Total Borrowers Monthly Gross Income: \$ _____

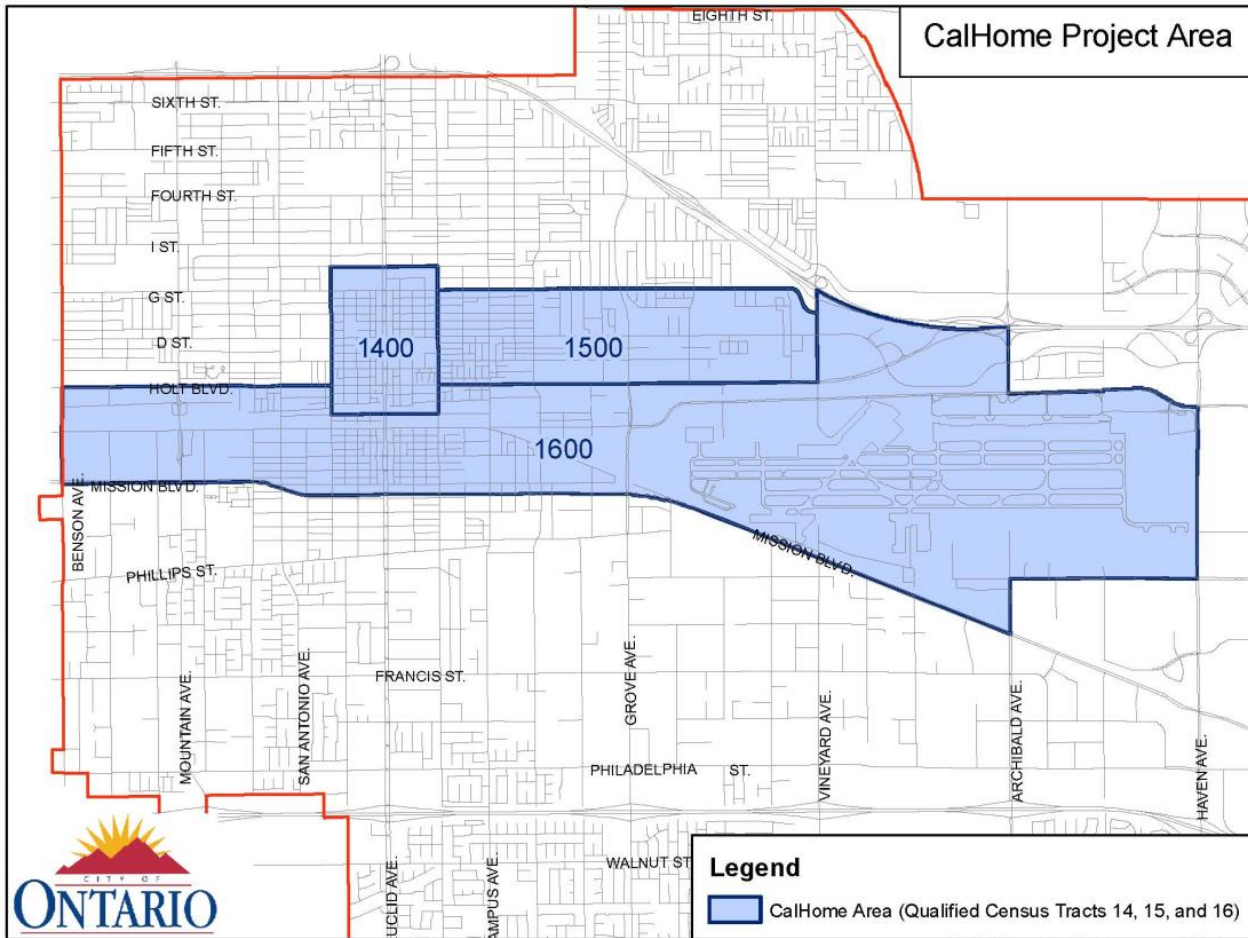
Total Non-Borrowers Monthly Gross Income: \$ _____

Total Household Monthly Gross Income:

\$

A. Eligible Properties within Designated Census Tracts (14.00, 15.00, and 16.00)

Eligible properties are restricted to single dwelling units, including manufactured housing, that are ready for occupancy at close of escrow and located within census tracts 14.00, 15.00, or 16.00.



S:\CDBG\Katryna\Maps\CalHome Area_041912.mxd