



City of Detroit Down Payment Eligibility Guidelines

The City of Detroit has committed \$6 million received from the American Rescue Plan Act of 2021 (“ARPA”) to rebuild homeownership in the City of Detroit. The Detroit Down Payment Assistance Program provides qualifying families grants up to \$25,000 for down payment, prepaids including interest rate buy down, closing costs, and principal reduction in conjunction with purchasing a home using a purchase mortgage or a purchase renovation mortgage. The total amount of assistance cannot exceed 50% of the purchase price, down payment, prepaids including interest rate buy down, closing costs, and repairs financed into a renovation mortgage. The grants are available to homebuyers who have not held interest in a property for the last 3 years. All grant recipients must have household incomes of less than 300% of national poverty level issued annually by the Department of Health and Human Services. **THE PURCHASED HOME MUST BE THE PRINCIPAL RESIDENCE FOR THREE (3) YEARS AFTER GRANT AWARD, OR THE GRANT MUST BE REPAID.**

- For purchase mortgages, you must be a homebuyer who has not held an interest in property in the last 3 years.
- You must prove that you resided in the city of Detroit for the last 12 months
- OR
- You must prove that you lost a home due to property tax foreclosure within the City of Detroit between the period of 2010-2016.
- Your total household income may not exceed 300% of the national poverty level for your household size issued annually by the US Department of Health and Human Services. See the table below for income limits.

1	2	3	4	5	6	7	8
Person	Person	Person	Person	Person	Person	Person	Person
\$45,180	\$61,320	\$77,460	\$93,600	\$109,740	\$125,880	\$142,020	\$158,1600

- You must complete the required homeownership education class offered by a HUD approved counseling agency.
- You must purchase a 1–2-unit property in the City of Detroit as your primary residence and plan for it to remain as your primary residence for the next 3 years.
- You must contribute a minimum of \$1,000 towards the purchase of the property.
- The housing expense ratio must not exceed 35%
- The program offers up to \$25,000 to be used for down payment, prepaids including interest rate buy down, closing costs, and principal reduction in conjunction with a purchase mortgage or a renovation mortgage. The total amount of assistance cannot exceed 50% of the purchase price, down payment, prepaids including interest rate buy down, closing costs, and repairs financed into a renovation mortgage.
- Each section of the application for assistance must be completed for each household/family member. If the amount for any family member is zero (0), you must enter a zero (0). Your application for assistance will not be processed if any information is missing. All lines that require a signature must be signed. If there is a witness line,

it must be signed by a witness before it can be submitted. If there is a notary section, the document must be notarized before it can be submitted.

- All household income must be declared and will be counted toward the income limit for your family size.
- **NO FILE(S) WILL BE SUBMITTED TO THE CITY OF DETROIT FOR PAYMENT UNTIL ALL DOCUMENTATION HAS BEEN RECEIVED AND VERIFIED FOR ACCURACY, COMPLETION AND ELIGIBILITY.**
- **AN OFFICIAL LETTER OF APPROVAL RESERVING THE ASSISTANCE FUNDS IS ISSUED BY THE CITY OF DETROIT ONCE THE FILE IS DETERMINED SATISFACTORY FOR ALL ELIGIBILITY TERMS AND GUIDELINES BY THE CITY OF DETROIT.**
- If you are unsure how to complete your paperwork, please call or visit the National Faith Homebuyers (NFH) office so an NFH representative can help you complete your paperwork. National Faith Homebuyers (NFH) office: 313-255-9500.

DOWNPAYMENT ASSISTANCE APPLICANT:

Thank you for making an application for down payment assistance with National Faith Homebuyers. In order for us to process your request, the following documents are required:

CUSTOMER

1. Most recent 30 Days income for ALL household members over the age of 18
2. Most recent year tax return & W-2's for ALL household members over the age of 18
3. Most recent 3 months of asset verifications (bank statements)
4. Application for homebuyer assistance (Note: Anyone 18+ must sign page 2)
5. Copy of driver's license or state issued identification: *front and back for anyone 18+*
6. One of the following requirements must be met:
 - Copy of social security card for all household members
 - Permanent residents must provide included evidence of lawful permanent residence for all household members.
 - Non-permanent residents
 - must provide a valid SSN, except for those employed by the World Bank, a foreign embassy, or equivalent employer.
 - one of the following:
 - Employment Authorization Document (USCIS Form I-766) showing that work authorization status is current.
 - a USCIS Form I-94 evidencing H-1B status, and evidence of employment by the authorized H-1B employer for a minimum of one year.
 - evidence of being granted refugee or asylee status by the USCIS.
 - evidence of citizenship of the Federated States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau
7. Birth certificates for household members under the age of 18.
8. Completion of HUD or MSDHA approved homebuyer education.
9. Signed lead disclosure form.
10. Signed freedom to choose form.
11. Proof that you are a first-time homebuyer who has not held an interest in property in the last 3 years.
12. Proof that you resided in the city of Detroit for the last 12 months OR that you lost a home due to property tax foreclosure within the period of 2010-2016.

LENDER

1. Flood Determination
2. Appraisal (1004)
3. First Mortgage Application (1003)
4. Title Insurance
5. Loan Estimate
6. Any Renovation Specific Documents at the request of NFH

INSPECTOR

1. For purchases including renovations - Certificate of Acceptance is required after lender approval of the completion of any repairs executed during the draw period for any renovation mortgage (A Private inspection may NOT be used as a substitute)

REALTOR

1. Signed Purchase Agreement
2. Copy of Earnest Money Deposit (EMD)

When all documents have been received by National Faith Homebuyers; confirmed for completion, accuracy and eligibility; the material will be submitted to City of Detroit for final approval and reservation of funds. The City of Detroit requires 5 business days prior to the scheduled closing in order to issue a DPA approval in a timely fashion. These documents may be shared electronically with previous authorization from National Faith Homebuyers.

If you should have any questions or concerns, please do not hesitate to contact National Faith

Homebuyers at 313-255-9500. Thank You,

615 Griswold Street, Suite 506 | Detroit, MI 48226 OR
32150 Dorsey Street Suite 15 Westland, MI 48186
Office: (313) 255-9500 | Fax: (313) 255-9555

www.nationalfaith.org



CITY OF DETROIT
Application for Homebuyer Assistance

Please complete this application as accurately as possible. Documentation verifying all sources of income, benefits, and assets must be submitted with this application. If you are unsure of which documents to submit, please contact the application processor. If you wish to provide additional information and/or explanation, you may use the back of this form. The loan applicant(s) must provide all responses below. Please type or print legibly.

Date:
Lead ID:

Applicant Name(s):
Current Street Address, City, State, Zip Code:
Time at current address:
Housing Status: <input type="checkbox"/> Renter <input type="checkbox"/> Living w/Family <input type="checkbox"/> Living w/Friends
Accepted Purchase Agreement Address, City, State & Zip Code:
Type of Property: (check one) <input type="checkbox"/> Single Family (1 unit) <input type="checkbox"/> Condo <input type="checkbox"/> Duplex (1-2 units)
Phone Number (Home, Work & Cell):

Email Address: _____
Have you held an interest in property in the last 3 years? (Circle one) YES NO
Have you resided in the city of Detroit for the last 12 months? (circle one) YES NO
Have you lost a home due to property tax foreclosure within the City of Detroit between the period of 2010-2016? (circle one) YES NO

ALL INFORMATION IS REQUIRED FOR EACH FAMILY MEMBER. IF THE AMOUNT IS ZERO (0), YOU MUST WRITE A ZERO (0). YOUR FORM WILL BE RETURNED FOR ANY MISSING INFORMATION.

STARTING WITH THE HEAD OF HOUSEHOLD, LIST ALL PERSONS RESIDING IN THE HOUSEHOLD.

Family Members	Date of Birth	Relationship to Head of Household

Annual Wages/Salaries

Family Members	Gross Base Employment	Average Overtime

Annual Benefits/Pensions

Family Members	Unemployment	Social Security	Insurance Policy	Disability

Annual Public Assistance/Other

Family Members	Public Aid	Alimony	Child Support	Annuities	Other

Household Information:
 This information is for record keeping purposes only and will not be used to approve or deny assistance.
 Head of Household: (check one)
 Single Senior (62+) Single Head of HH Two Person Head of HH Other

Race/Ethnicity: (check one)
 Hispanic Not Hispanic
 White Black/African American Black/African American & White Asian Asian & White Asian/Pacific Islander
 American Indian/Alaskan Native American Indian/Alaskan Native & White Native Hawaiian/Other Pacific Islander
 American Indian/Alaskan Native & Black/African American Other Multi-Racial

Gender: (check one)
 Male Female Non-Binary Transgender Gender Neutral Other not listed here Prefer not to say

Assets

Type of Assets	Current Cash Value	Annual Income
Checking Account		
Savings Account		
Money Market Account		
Stocks/Bonds		
Life Insurance Policy		
Additional Property		

A signature and date are required in order for this application and statement of income to be considered valid. The applicant(s) certifies that all of the information in this application and all the information furnished in support of this application is given for the purpose of obtaining a loan and is true and complete to the best of the Applicant's knowledge and belief. Verification of any of the information contained in this application may be obtained from any source named herein. PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S.C. Title 18, Section 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies or makes any false, fictitious or fraudulent statements, representations, or makes or uses any false writing or document knowing the same or contain any false, factious or fraudulent statement or entry, shall be fined not more than \$10,000.00 or imprisoned no more than five years or both." All household members above the age of eighteen (18) are **REQUIRED** to sign this application and submit all necessary employment/asset documentation.

Signature of Applicant	Date
Signature of Co-Applicant/Other House-Hold Member	Date
Signature of Other House-Hold Member	Date

FOR OFFICE USE ONLY

Verified Annual Household Income Amount: \$ _____	Approval for Assistance: YES NO
Reviewed By: _____	Date: _____
Lender Company Name: _____	Contact Person: _____
Telephone Number: _____	FAX Number: _____
Purchase Property Address, City, State, Zip Code: _____	

PROTECT YOUR FAMILY FROM LEAD IN YOUR HOME

After carefully reading the Lead Based Paint pamphlet, please detach this sheet and return it to your local housing authority, landlord, management office or community development office.

Receipt

I HAVE RECEIVED A COPY OF THE PAMPHLET ENTITLED:

Protect Your Family From Lead In Your Home

Print Full Name

Signature

Address and apt#

Date

Revised 05/2024



CITY OF DETROIT HOMEBUYER PROGRAM

FREEDOM TO CHOOSE

The City of Detroit First-Time Homebuyers Program services are designed to provide education and support towards the purchase of your first home. It is our goal to help you learn as much as possible about your housing options so you can go forward and make the best decision for yourself. When you are educated, you make informed decisions for you and your family.

You are encouraged to thoroughly evaluate mortgage loan products and lenders. You are free to choose the home, lender, and realtor, regardless of any recommendations made by the City of Detroit and the City of Detroit's contractors. We are happy to refer you to others we know who do honest, fair work. Ultimately you choose who you want to work with.

Homebuyer

Date

Homebuyer Counselor

Date