



## **DOWN PAYMENT ASSISTANCE PROGRAM GUIDELINES FOR LENDERS, REALTORS, NOT FOR PROFITS, ETC.**

### **PLEASE NOTE:**

Our physical address for couriered mail only is:

701 E. South St. (corner of Summerlin and South), Orlando, FL 32801

Our Mailing Address continues to be:

525 E. South St., Orlando, FL 32801

**PLEASE DO NOT FAX OR EMAIL THE LENDER PACKAGE.**

**Please print this email for reference before you click on any links!**

Important information: Please note our program is open to all lenders; we do not have an approved lender's listing. Orange County Down payment Assistance Program is for properties located within Orange County but outside of the City limits of Orlando. To determine a property's location, please visit: [www.ocpafll.org](http://www.ocpafll.org) to research a property. If the City Code (above left hand side) is Orl-Orlando, the property in question is located within City limits, DO NOT SEND the file to Orange County's Down payment Assistance Program. Please visit [www.cityoforlando.net](http://www.cityoforlando.net) for their down payment assistance program requirements.

**For ORANGE COUNTY DOWN PAYMENT ASSISTANCE PROGRAM APPLICATION FORMS, BROCHURES AND INCOME CHARTS, copy and paste the following address into your browser or click on the link:**

<http://www.orangecountyfl.net/cms/DEPT/growth/housing/programs/afford.htm>

Dear Interested Lender, Realtor, or Not for Profit Agency,

Thank you for inquiring about Orange County's SHIP (State Housing Initiative Partnership) program for first time homebuyers. Please note that the turn-around time to receive assistance may take up to 4 to 6 weeks depending on completeness of file.

### **Breakdown of Orange County First Time Homebuyer's Program:**

- **15 Year Deferred Loan at 0% interest (recorded as 2nd mortgage)**
- **Amount of Assistance**
  - **Very Low      \$25,000**
  - **Low              \$17,500**
  - **Moderate      \$ 5,000**
- **SHIP DPA monies not used for DPA and Closing Costs can be used to reduce the first mortgage**

**If your borrower/buyer has not yet attended a First Time Homebuyer's Counseling Workshop, please have them contact one of the following agencies to register:**

- **Consumer Credit Counseling Service of Central Florida  
(407) 895-8886 ext 4**
- **Central Florida HANDS (407) 447-5686 option 4**

**The borrower/buyer can register online at:**

- **Central Florida HANDS**  
<http://cflhands.org/services.classes.php>
- **Consumer Credit Counseling**  
<http://www.cccsfl.org/workshops/default.asp?content=ahoregister>

**Please note the following important terms for the SHIP Down Payment Assistance program:**

#### **PROPERTY ELIGIBILITY**

- **Maximum Sales Price for New and Existing Properties \$219,000**
- **Eligible properties include single-family homes, condominiums, town homes or modular homes located in Orange County, outside the city limits of Orlando**
- **Property must be new construction (built within the last 12 months and never occupied) OR existing home that has had substantial rehab within the last 12 months. Existing homes must receive a **minimum of \$5,000** substantial repairs. (See Page 6 for examples of substantial rehab activities)**
- **203K's are allowed with the proper documentation.**

- **All** existing properties **must** be inspected by a nationally **certified** home inspector certified by one of the four organizations listed below. A copy of the home inspector's certification must be included as part of the application package.

To locate an inspector in the Central Florida area or verify that an inspector is certified, please visit the websites listed below.

**American Society of Home Inspectors (ASHI)**

932 Lee Street Suite 101  
 Des Plaines, Illinois 60016  
 Phone: 800-743-2744  
<http://www.ashi.org>

**National Association of Certified Home Inspectors (NACHI)**

1750 30th Street  
 Boulder, CO 80301  
 Phone: 303-502-6214  
<http://www.nachi.org>

**National Association of Home Inspectors (NAHI)**

4248 Park Glen Road  
 Minneapolis, MN 55416  
 Phone: 800-448-3942  
<http://www.nahi.org>

**Florida Association of Building Inspectors (FABI)**

P.O. Box 149202  
 Orlando, Florida 32814-9202  
 Phone: 800-544-3224  
<http://www.fabi.org>

**HOMEBUYER ELIGIBILITY**

- Borrower and Co-Borrower to be first time homebuyers (not have owned a home in the past three years)
- Buyer must establish a one year residency in the Orlando Metropolitan Statistical Area (Orange, Osceola, Seminole or Lake County).
- Borrower and Co-Borrower must be a U.S. Citizen, Permanent Resident Alien, Refugee or been granted Asylum. (Verification required)
- Buyer contribution – greater of \$1,000 or 1 percent of the sales price must be documented at time of file submission.
- Non-Occupant Co-Borrowers to sign “Non-Occupant Co-Borrower Affidavit”
- Non-Occupant Co-Borrower not permitted to take Title
- Non-Occupant Co-Borrower’s income will not be used to determine household eligibility and is not counted as part of household. Borrower must solely meet DTI ratio requirements

## **CREDIT GUIDELINES**

- Back end ratio (debt to income) can not exceed 47%
- Minimum two years established credit as evidenced by a tri-merge credit report.
- Deferred Student Loans will be counted in the debt to income ratio.
- Buyers with FICO scores of 620 or less may be declined if any of the following, but not limited to, is observed on the credit report:
  1. More than two installment or revolving debt payments that were 30 days past due in the last 12 months
  2. Any installment or revolving debt payments that were 60 days past due in the last 12 months.
  3. Rent payments past due in the previous 12 months.
  4. Unpaid judgments, liens or garnishments
  5. Bankruptcy – Two years must have elapsed from discharge of the bankruptcy and a two year period of satisfactory credit has been re-established.

## **MORTGAGE REQUIREMENTS AND RESTRICTIONS**

- First Mortgage must be a 30 year fixed rate loan (No ARMS)
- FHA, Conventional, VA and USDA loans are acceptable
- Full Doc loans only
- No Prepayment Penalty Loans
- No Mortgage Brokers fees
- 1% Origination maximum
- No Discount points
- Combined LTV cannot exceed 105% of the appraised value
- Hazard Insurance Hurricane Deductible of 2% MAX

Please allow **4 weeks** turn around time for the processing of completed packages.

If you have any further questions, please do not hesitate to contact:

Julia Kindell at [julia.kindell@ocfl.net](mailto:julia.kindell@ocfl.net) or 407-836-5174

Andrea Outing at [andrea.outing@ocfl.net](mailto:andrea.outing@ocfl.net) or (407) 836-0982

**FOR SHIP INFORMATION INCLUDING INCOME/ASSETS DETERMINATION and COMPLIANCE ISSUES log onto:**

[www.flhousing.org](http://www.flhousing.org) - web based training

**Additional Links**

<http://www.floridahousing.org/>

<http://www.ochfa.com/>

Thank you for your interest in our housing program!

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Listed below are examples of Substantial rehabilitation Activities. There is a combined minimum \$5,000 requirement of eligible home improvement repairs on the existing structure.

- A. Structural alterations and reconstruction (e.g., repair or replacement of structural damage, chimney repair, additions to the structure, installation of an additional bath(s), skylights, finished attics and/or basements, repair of termite damage and the treatment against termites or other insect infestation, etc.).
- B. Changes for improved functions and modernization (e.g., remodeled bathrooms and kitchens).
- C. Elimination of health and safety hazards (including the resolution of defective paint surfaces or lead-based paint problems on homes built prior to 1978).
- D. Changes for aesthetic appeal and elimination of obsolescence (e.g., new exterior siding, adding a second story to the home, covered porch, attached carport).
- E. Reconditioning or replacement of plumbing (including connecting to public water and/or sewer system), heating, air conditioning and electrical systems.
- F. Installation of well and/or septic system.
- G. Roof Replacement.
- H. Flooring (ceramic tile, wood, up-graded carpeting).
- I. Energy conservation improvements (Green Building) - e.g., new double pane windows, steel insulated exterior doors, solar or tank-less domestic hot water systems, adding insulation spray foam or other high R factor, etc.
- J. Major landscape work and site improvement (e.g., patios, decks and terraces that improve the value of the property). The correction of grading and drainage problems is also acceptable.
- K. Improvements for accessibility to a disabled person (e.g., remodeling kitchens and baths for wheelchair access, lowering kitchen cabinets, installing wider doors and exterior ramps).