



## **PALM BEACH COUNTY** **WORKFORCE HOUSING PROGRAM (WHP)** **Homebuyer Processing Procedure**

### **Step 1: WHP Orientation**

Interested buyers must take part in a mandatory WHP Introductory Orientation. Confirmation of the Orientation participation must be provided to the developer.

Contact person: Jamela Mitchell (561-233-3693 / [JMitchell1@pbcgov.org](mailto:JMitchell1@pbcgov.org))

### **Step 2: Income Certification and Eligibility Determination**

Interested buyers will present the Department of Housing & Economic Sustainability (HES) with the following:

- Palm Beach County Workforce Housing Program (WHP) Application
- Form 1003
- Form 1008
- If form 1003 is not available, please provide the most current 30-day paystubs and most current 2 months bank statements.
- Pre-approval / prequalification for first mortgage (*if available*). WHP buyers are required to have a 30 year fixed rate first mortgage.

The documents provided will be used to determine a household's eligibility for the workforce housing program and any financial assistance the household may be eligible for.

Contact persons: Verna Jackson (561-233-2064 / [vjackson@pbcgov.org](mailto:vjackson@pbcgov.org))

Greg Claytor (561-233-3619 / [gclaytor@pbcgov.org](mailto:gclaytor@pbcgov.org))

### **Step 3: Issuance of WHP Certificate and Assistance Award Letter (*if applicable*)**

Based on the income and assets of the buyer, HES will determine if assistance is needed. HES will provide the buyer with a **WHP Certification**. The WHP Certification will include:

- Approved WHP property sales price
- Eligible Income Group
- Expiration date of the certification

For buyers' qualifying for gap financing assistance (down payment, closing cost and/or earnest money deposit), HES will provide a **WHP Award Letter** which will include:

- Approved WHP gap financing: (earnest money to be escrowed)
- Expiration date of the award letter
- Preferred unit size or household size
- Overview of program requirements and key program terms

HES will explain to the buyers the projected move- in timeframe, along with the location of the workforce housing units within the development. The Project Developer will provide the final construction schedule for each unit being constructed.

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Greg Claytor (561-233-3619 / [gclaytor@pbcgov.org](mailto:gclaytor@pbcgov.org))

### **Step 4: First Mortgage Pre-Approval / Sales Contract**

If pre-approval / prequalification was not provided as part of Step 1, within 5 business days of receipt, the lender or buyer will provide the first mortgage approval, along with a signed copy of the Sales Contract.

Pre-Approval contact persons: Verna Jackson (561-233-2064 / [vjackson@pbcgov.org](mailto:vjackson@pbcgov.org))

Greg Claytor (561-233-3619 / [gclaytor@pbcgov.org](mailto:gclaytor@pbcgov.org))

### **Step 5: Construction Commencement / Appraisal**

Once construction of the workforce unit commences, the developer will provide HES and the buyer with the anticipated construction timeframe / schedule.

The buyer will provide HES with a copy of the property appraisal once it is ready.

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### **Step 6: Homebuyer Education**

Applicants must attend an 8-hour homebuyer education training through a HUD approved or NeighborWorks approved Housing agency and present the certificate of completion (*must be in a classroom setting, no online training permitted*).

The certificate of completion must be submitted to HES within 90 days from construction commencement.

### **Step 7: Closing Notice from Closing Agent**

Closing Agent will provide HES with a minimum of a 30-day closing notice. The closing notice package should include:

- Contact person for the title company
- W9 for the title company
- Wire Transfer Instructions (*on bank's letterhead*)
- Title commitment (the County requires ALTA 4.1-06/5.1-06, 8.1 and 9.06 endorsements)
- Closing protection letter
- Final Closing Disclosure
- Appraisal (*if not already provided*)
- Survey
- Proof of buyer's homeowners insurance

HES will provide the title company with the final promissory note and mortgage. Prior to closing on the purchase, the title company must ensure HES has reviewed and approved the final closing / settlement statement.

The final closing / settlement statement approved by all parties and the wire transfer request must be submitted to HES 5 days prior to closing.

Contact person: Verna Jackson (561-233-2064 / [VJackson@pbcgov.org](mailto:VJackson@pbcgov.org))