



Palm Beach County Department of Housing and Economic Development
Mortgage and Housing Investments (MHI)

Purchase Assistance Program

Housing Partners' Fee Schedule for Preferred Agencies

Organization Name: _____

Address: _____

Telephone #: _____ Email: _____

Applicant(s) Name: _____

Date Assistance Provided: _____

The fees noted below will be paid at Closing:

Please check ALL that apply, for services provided to the above noted applicant(s).

_____ \$900 Fee **Purchase Assistance Program**
File packaging: Conducting one on one (in-person or virtual) intake appointments, to include, but not limited to the following: assisting with completing application, gathering all correct and current required documents, uploading documents, addressing inquiries, pre and post budget counseling and follow-up. ***(Incomplete files are subject to reduction at the discretion of MHI)***

_____ \$100 Fee **Education Requirement:** Homebuyer Education Eight (8) hour training, in which six (6) hours shall be in a virtual interactive classroom setting (and) two (2) hour one-on-one, provided by a HUD Certified Counseling Agency (or) NeighborWorks America Certification. Complete, sign and submit Homebuyer Education Program Certification. Thorough overview of property taxes, homeowners insurance, Homestead Exemption filing, mandatory escrows and applicants' minimum contribution.

_____ \$200 Fee **Property Services:** Ensure that either your organization or a realtor was actively involved in the eligible property selection process. If the home is located within a HOA or Condo Association, the applicant was provided a clear understanding of what responsibilities they have within an association. Thoroughly discuss guidelines for investor owned properties. ***(Fee is subject to reduction at the discretion of MHI)***

_____ \$300 Fee **Liaison:** Responsible for communicating with all parties involved in this real estate transaction until the file is closed and funded. Submit contact sheet for all parties involved in the transaction. Submit executed contract. ***(If the sellers, realtors, buyers, etc... repeatedly contact MHI, the file is subject to reduction in the Liaison fee at the discretion of MHI).***

I/We affirm that all services identified above was/were performed prior to funding. I/We fully understand that the non-profit/developer will be receiving a fee from Palm Beach County for the services provided. I/We understand that the non-profit or developer's fee of \$_____ may be deducted from the total subsidy awarded.

Applicant: _____ Signature: _____ Date: _____

Co-Applicant: _____ Signature: _____ Date: _____

Provider: _____ Provider Signature: _____