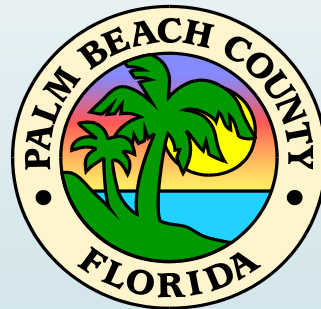


Palm Beach County
Department of Housing and Economic Development
Mortgage and Housing Investments Division

Purchase Assistance Program

Mandatory Orientation (Phase I)



December 2023



Agenda

2

- Welcome/Introduction of Staff
- Purpose
- Pre-screening
- Program Description
- Required Documents
- Online Application Process
- Housing Partners (Counseling Agencies)
- Overview of Process After Income Certification
- Q & A



Meet The MHI Team

Dorina L. Jenkins-Gaskin, Division Director III
Wanda G. Gadson, Principal Planner
Rosa M. Rodriguez, Senior Planner
Lesley George, Department Housing Liaison
Roslynn Powell, Planner II
Sherrian Smith, Planner II
Tyrone Jacobs, Planner II
Marc Graham, Planner I
Jasmine Cruickshank, Planer I
Jeremy Wiggins, Planner I
Patricia Rojas, Planner I
Mani Berjano, Compliance Inspector
Mike Toohey, Compliance Inspector
Antoinette Prescott, Customer Services Representative



PURPOSE

The purpose of this orientation is to provide an overview of the:

- Online application process
- Eligibility Requirements
- Program Description
- Required Documents
- A list of Housing Counseling Agencies; and
- The step by step review of the overall process for first-time homebuyers participating in the SHIP Purchase Assistance Program

Application Pre-Screening Questions

5

1. Does your household size and household income meet the requirements below:

Number of Persons in Household	Moderate Income (140%) (Less than or equal to)
1	\$95,480
2	\$109,200
3	\$122,780
4	\$136,360
5	\$147,280
6	\$158,200
7	\$169,120
8	\$180,040
9	\$190,904
10	\$201,813

Application Pre-Screening Questions (Cont.)

6

2. Are you a first time homebuyer? (*An individual who has not had ownership in a principal residence during the 3-year period ending on the date of purchase of the property*)
3. Do you have a Pre-Approval Letter for a First Mortgage Loan?
4. Did you participate in the Purchase Assistance Mandatory Orientation?
NOTE: All participants will receive a Certificate
5. Is the property for which you are applying for assistance, or expecting to purchase, located in Palm Beach County?
6. Is the property you are applying for assistance, or expecting to purchase, assessed value less than \$568,557?

Pre-Screening



QUESTIONS/CONCERNS

Purchase Assistance Program Description

8

Funding will be available to income eligible first-time homebuyers for purchase assistance with or without rehabilitation or new construction. SHIP funds will be awarded to assist with gap financing, lot acquisition; down payment; rehabilitation of the unit to be purchased; and closing costs.

Maximum Award – Up to \$100,000

NOTE: Subsidy is reserved, not guaranteed.

Maximum Purchase Price – \$568,557

Purchase Assistance Program Description (Cont.)

9

Additional information:

- **Applicant must secure a first mortgage approval from a lender.**
- Applicant is required to attend two mandatory orientations hosted by Palm Beach HED.
- Applicant may not currently own or have liquid assets exceeding \$200,000, and/or combination of liquid and non-liquid assets exceeding the current purchase price limit (excluding their primary residence).
- Funds will be awarded as a 0% interest deferred payment loan secured by a recorded mortgage, promissory note and deed restriction for 30-years. **The loan is forgiven at the end of the 30-year term.**
- The PBC loan will be in default if the property is sold, rented or failure to occupy home as primary residence
- If the property is determined to have Chinese drywall, the property may be ineligible for purchase assistance.
- If the property indicate evidence of toxic black mold, the applicant will be required to obtain a mold inspection.
- Selected properties must be located in the unincorporated area of Palm Beach County. If the property is located in the incorporated areas of Boca Raton, Delray Beach, Boynton Beach and West Palm Beach, applicants will be required to apply for assistance through the city where the property is located.

Required Documents for Application Submittal

10

- Copy of Mandatory Orientation Certificate (**Mandatory**). **NOTE: Once you receive an Current Approval Letter for a first mortgage, then you may request for your Mandatory Orientation Certificate by emailing a copy of the approval letter to HEDVerify@pbcgov.org**
- Copy of Pre-Approval Letter from First Mortgage Lender (**Mandatory**)
- Copy of valid Drivers' License or State Identification for **ALL** Adult Household Members
- Copy of U.S. Birth Certificates or valid U.S. Passport or Naturalization Certificate for ALL household members (for all Non-U.S. Citizen household members provide a copy of a valid Permanent Resident Card).
- Copy of current Verification of Employment (VOE) completed and signed by employer within 30 days of submission of application (**Preferred**) (**OR**) copy of most recent paycheck stub for **ALL** working adult household members
- Copy of most recent Social Security, Retirement and/or Disability Award Letter for **ALL** household members
- If an adult student is employed – copy of current class schedule
- If unemployed, a copy of unemployment benefits statement (**OR**) a completed Unemployment Affidavit for **ALL** household members

Required Documents (Continued)

11

- Wage Earner Statement from Social Security Administration for **ALL unemployed** adult household members
- If self-employed provide a completed YTD Profit and Loss (P & L) Statement for **ALL** adult household members **AND** most recent three (3) years of tax returns (signed and dated) as submitted to the IRS (**OR**) current 1099 Income earner **AND** most recent three (3) years of tax returns (signed and dated) as submitted to the IRS
- Court ordered child support documentation and/or proof from Palm Beach County Clerk and Comptroller's Office that there is/are no child support case(s) or award(s); and ALL appropriate legal documentation for adoption, divorce, battered spouse & restraining order
- Completed Verification of Deposit (VOD) (***Preferred***) for ALL current accounts (checking, savings, CD, IRA, Investment, Retirement) for all adult household members (**OR**) copy of most recent bank statements
- Most recent two (2) years of tax returns (signed and dated) as submitted to the IRS and W2s/1099s
- Certificate of Completion for Homebuyer Education from a HUD Certified Counseling Agency or Neighborworks America (OR) Documentation of an upcoming scheduled appointment
- County's Eight (8) Hour Homebuyer Education Counseling Certification form completed by the Counseling Agency's Instructor

ONLINE APPLICATION PROCESS

12

- The online application portal will open **Wednesday, December 27, 2023 at 8:00am** and close on **Wednesday, January 17, 2024 (or until 100 applications have been submitted. Once a 100 applications have been received, the portal will close)**
- To apply for assistance, applicants are required to visit Palm Beach County's website at pbcgov.com/HED
- Applications will be accepted on a first submitted, first completed, first qualified, first served basis, subject to funding availability. **NOTE: If application is saved into the DRAFT Dashboard, it IS NOT considered Submitted**
- ALL** Household Members **MUST** be listed on the application
- ALL** Required Documents **MUST** be uploaded into the application

***Technical Issues**



Housing Partners (Counseling Agencies)

13

Credit Card Management Services, Inc.

D/B/A Revertmortgagehelper.org and Debthelper.com

1325 N. Congress Ave – Suite 201

West Palm Beach, FL 33401

800-920-2262/ 561-472-8000

counseling@debthelper.com

fthb@debthelper.com

Gateway to Housing

160 Congress Park Drive, Suite 116

Delray Beach, FL 33445

561-536-8503

Housing Foundation of America – Lake Worth, FL

8461 Lake Worth Road, Lake Worth, FL 33467

561-713-1457

Housing Partnership, Inc.

D/B/A Community Partners of South Florida

2001 West Blue Heron Blvd.

W, Riviera Beach, FL 33404

561-841-3500

lcharles@cp-cto.org

ccampbell@cp-cto.org

Real Estate, Education and Community Housing, Inc. (R.E.A.C.H.)

8409 N. Military Trail, Suite 111

Palm Beach Gardens, FL 33410

561-491-1670/855-487-3224

housing@reach4housing.org

Urban League of Palm Beach County, Inc.

1700 N. Australian Ave

West Palm Beach, FL 33407

561-833-1461 Ext 3000, Ext. 3030 or Ext. 3034

housinginfo@ulpbc.org

We Help Communities “2” Develop Corporation

349 S.E. 3rd Street

Belle Glade, FL 33430

561-992-5854

WENNIEM@AOL.COM

West Palm Beach Housing Authority

3700 Georgia Avenue

West Palm Beach, FL 33405

561-655-8530 Ext 1103 or Ext. 1203

mrodas@wpbha.org

UF/IFAS Extension

559 N. Military Trail, West Palm Beach, FL 33415

ATTN: Cyndi Longley

Clongley@pbcgov.org

561-233-1744

Overview of the Process After Income Certification

14

- Income certification may take up to 4-6 weeks to process
- Applicants may work with a realtor and/or non-profit to locate a home within the program guidelines
- Once an Executed Purchase Contract is received, the processing of the applicant's file for closing will begin. **NOTE: A minimum of 45 days is required to process a file for closing**
- The assigned closer will work closely with the non-profit, realtor, lender and title company to close on the property within a timely manner.
- A closing date is set. **NOTE: Applicants are advised to "NOT" move out of their current residence until a final closing has occurred.**
- Homeowner receive his/her keys

Overview of the Process After Income Certification

15

- Income certification may take up to 4-6 weeks to process
- Applicants may work with a realtor and/or non-profit to locate a home within the program guidelines. **NOTE:** The selected property must be located in Palm Beach County, and meet all applicable building codes. Deficiencies must be corrected prior to, or as part of the purchase transaction. Illegal/unpermitted rooms or additions will be required to be permitted or removed – Per the Building Official. In the case of new construction, a Certificate of Occupancy (CO) is required prior to occupancy. If the property is located *Boca Raton, Boynton Beach, Delray Beach and West Palm Beach*, the applicant **MUST** first seek funding from that city. If no funding is available, applicants **MUST** submit written documentation from that city stating no funding is available for purchase assistance for their income category.
- Once **ALL** of the following documents are received, the processing of the applicant's file for closing will begin:
 - Executed Contract
 - Contract Cover Form
 - Private Home Inspection
 - WDO – Termite Inspection
 - Lead Paint (if home was built in or before 1978)

NOTE: Forty-five (45) days is required to process a file for closing AFTER all the above documents are Received
- The assigned closer will work closely with the non-profit, realtor, lender and title company to close on the property within a timely manner.
- A closing date is set. **NOTE:** Applicants are advised to “NOT” move out of their current residence until a final closing has occurred.
- **Homeowner receive his/her keys**

HELPFUL INFORMATION

16

TO GET CHILD SUPPORT DOCUMENT:

CLERK & COMPTROLLER (561) 355-6511

General information: 1-877-769-0251 - State of Florida Child Support Disbursement Unit automated system for individual case information

TO GET WAGE EARNER STATEMENT:

Social Security Administration Office

801 Clematis Street

West Palm Beach, FL 33401

(800) 772-1213

TO GET IRS TAX TRANSCRIPT:

IRS Tax Transcripts visit: Internal Revenue Service

1700 Palm Beach Lakes Boulevard

West Palm Beach, FL 33401

(561) 616-2002

Copy of Mandatory Orientation Certificate

NOTE: Once you receive an Current Approval Letter for a first mortgage, then you may request for your Mandatory Orientation Certificate by emailing a copy of the approval letter to HEDVerify@pbcgov.org



ADJOURN

Thank You for Attending

Phase II Mandatory Orientation Coming Soon

Jonathan B. Brown

Department Director II

Dorina Jenkins-Gaskin

Division Director III

Additional Questions Contact

Antoinette Prescott @ (561)233-3606 (OR) the Receptionist @ (561)233-3600

Email: HEDverify@pbcgov.org