



County of Summit • Russell M. Pry, Executive

PROGRAM FACT SHEET

First Home, First Loan is the County of Summit's new down payment assistance program for low-to-moderate income first-time homebuyers. Here's how it works:

To be eligible, the buyer must be below-to-moderate income, which means they have an income of 80% or less of the Area Median Income.

FY 2012 INCOME LIMITS INCOME LIMITS SUMMARY

FY 2009 Income Limit Category	Low-Moderate (80%) Income Limits
1 Person	\$37,250
2 Person	\$42,600
3 Person	\$47,900
4 Person	\$53,200
5 Person	\$57,500
6 Person	\$61,750
7 Person	\$66,000
8 Person	\$70,250

The buyer must be a first time homebuyer, which means that you:

- have never owned a home before, or
- have not owned in the past three years, or
- are a single parent (an individual) who:
 - 1) is unmarried or legally separated from a spouse; and 2) has one or more minor children for whom the individual has custody or joint custody; or 3) is pregnant.
- are a displaced homemaker (an individual) who:
 - 1) is an adult, 2) has not worked full-time full-year in the labor force for a number of years but has, during such years, worked primarily to care for the home and family; and 3) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

What assistance is available?

- A \$3 to \$1 dollar match for down payment and closing costs.
- The County will match up to a maximum of \$4,999, which would equal \$14,997.
- The County matches a 0% APR deferred loan, with no monthly payments, secured by a second mortgage on the property.

The Loan is due and payable upon:

- Sale or transfer of title, or;
- If homebuyer fails to maintain home as their primary residence, or;
- Forty (40) years from the issuance date of the mortgage.

Other things you need to know:

- An Inspection of prospective property purchase is required by the County of Summit and an ASHI certified Inspector.
- Buyers must submit a pre-approval letter from a private lending institution of your choice.
- Buyers must be willing to purchase a home in Summit County but not in the cities of Akron, Barberton, or Cuyahoga Falls.
- A one year home warranty must be purchased for the home.
- Four weeks is needed to close the sale so the County can process the down payment assistance check.
- Realtors must contact Development for specifics and contingency language requirements for the purchase agreement PRIOR to writing an offer.
- Buyers must complete homebuyer education classes through a HUD-approved housing counseling agency.



COUNTY OF SUMMIT
THE HIGH POINT OF OHIO
RUSSELL M. PRY, EXECUTIVE

**DEPARTMENT OF COMMUNITY
AND ECONOMIC DEVELOPMENT**
Community Development Coordinator - HOME
175 South Main Street, Suite 207
Akron, Ohio 44308
(330) 643-8013
E-mail: hmiller@summitoh.net
www.co.summit.oh.us/executive/houseassit.htm





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LENDER AND REALTOR FACT SHEET

Process for the First Home, First Loan Program:

1. Applicant submits application, along with the following required documentation:
 - Lender Pre-approval letter;
 - Certificate or letter from Homebuyer/Homeowner Education Class;
 - Two most recent months of bank statements;
 - Two most recent months of pay stubs
 - If divorced, a copy of their divorce decree;
 - If legally separated, a copy of their separation agreement;
 - If receiving child support, a copy of the CSEA printout;
 - If receiving Social Security, a copy of their award letter;
 - If receiving a pension or any other form of income, a copy of the award letter or other documentation to verify the income;
 - Last two years W-2 & tax returns.

2. Once the completed application is received, the Community Development Coordinator – HOME, will secure third-party verification documentation and determine the total unadjusted gross annual household income. The determination of income will be done in accordance with the Part 5 Annual Income Regulations, as found in 24 CFR Part 5.

3. If the client is at or below 80% of the Area Median Income (AMI), and they have submitted all required documentation, as listed above, then they will be accepted into the program and will receive a letter bearing the signature of County Executive Russell M. Pry.

4. Once the client has received the letter from Russell M. Pry, they may begin looking for a home.

5. Once the client has found a home, their realtor will include contingency language in the purchase agreement as outlined in the addendum provide by the county:
 - Contingent upon availability of down payment assistance funds from the County of Summit; and
 - Contingent upon satisfactory evaluation of the home by the County of Summit Housing Rehabilitation Coordinator (no cost to buyer); and
 - Write the offer to include the following:

OFFER	
Purchase price	\$ _____
Earnest Money	(-) \$ _____
Remainder of Buyer's down payment	(-) \$ _____
Funds from the County	(-) \$ _____
Balance	\$ _____

6. One Year Home Warranty, to be paid for either by seller or buyer or agent (s) is required.

7. Once the offer is accepted, the realtor will call:

Community Development Coordinator – HOME
 (330) 643-8013
 E-mail: hmiller@summitoh.net
 Fax: (330) 643-2886,

Fax a copy of the signed purchase agreement, no later than four (4) weeks prior to projected close date.

8. The Community Development Coordinator – HOME will contact the Rehab Weatherization Administrator to schedule the County evaluation of the home. The Inspection will be scheduled to occur within three (3) business days of the receipt of the executed purchase agreement.

9. The Community Development Coordinator-HOME will contact the buyer and the realtor with the results of the County's evaluation (in writing), and:
 - If the home has no health, safety or code violations, will advise them that the home is acceptable, or

- ❑ If the home does have health, safety or code violations, will advise them that the home is not acceptable and the County will not provide matching funds for the purchase of the home until the deficiencies are satisfactorily corrected their matching, and

- ❑ If County evaluation is satisfactory, advise the homebuyer(s) to schedule an inspection of the home by an ASHI certified home inspector of their choosing.

10. The buyer must put the funds into an escrow account with the Title Company selected for the purchase.

11. The Title Company will send a letter to the Community Development Coordinator that states that they have \$X of funds in escrow for the buyer.

12. The Community Development Coordinator will then send a letter to the lender stating the amount of funds the County will provide.

13. The Community Development Coordinator will process the check request and have the check for the down payment assistance either delivered to the Title Company no earlier than 48 hours before closing or will have the check delivered to the closing.

14. The County of Summit will draw up the County's Mortgage documents for the down payment assistance loan and the Note. The loan will be secured against the property and will be immediately subordinate to the purchase mortgage.

15. First-time homebuyer definition they must be a first time homebuyer; which means that:

- ❑ they have never owned a home before, or
- ❑ they have not owned a home in the past three years, or
- ❑ they are a single parent (an individual) who:
 - 1) is unmarried or legally separated from a spouse; and 2) has one or more minor children for whom the individual has custody or joint custody, or 3) is pregnant, or

- ❑ they are a displaced homemaker (an individual) who: 1) is an adult, 2) has not worked full-time, full-year in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family; and 3) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

16. Other Program Requirements:

- ❑ Home can be located anywhere in the County of Summit as long as it is not within the supported limits of the Cities of Akron, Barberton and Cuyahoga Falls.
- ❑ Minimum time needed to process the down payment assistance check is six (6) weeks. Schedule closings accordingly.
- ❑ Funds can be used for the purchase of a single family home, a separately deeded condominium, or a modular home, but not for mobile homes.

17. Purchase Loan Requirements:

- ❑ Underwriting criteria for the first mortgage has to meet the following criteria:
 - o The loan must be a 30 year loan
 - o The rate must be fixed – no ARM or balloon payments
 - o Without the purchase of points, the interest rate cannot exceed 1 ½% above the Weekly Primary Market Survey Rate published by Freddie Mac at: www.freddiemac.com/pmms/
- ❑ Alternative forms of seller financing are not acceptable under this program.



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