



# DOWN PAYMENT ASSISTANCE PROGRAM

Offered in the Municipality of Anchorage  
Mat-Su Borough and the Kenai-Peninsula Borough

## What is Down Payment Assistance Program?

The Down Payment Assistance Program (DPA) provides assistance for home buyers who are purchasing a single family home in the Anchorage Borough, Kenai Peninsula Borough or the Matanuska-Susitna Borough. Applicants using this product will be expected to occupy the home as their primary residence.

The DPA is designed to increase home ownership and affordable housing opportunities primarily for eligible applicants in the Cook Inlet Region area. A benefit of this loan product combined with a first mortgage loan is the potential to avoid monthly mortgage insurance which lowers the borrower's overall housing payment. This benefit helps our families save money and have increased buying power.

Loan amounts for the DPA vary and may not exceed 20% of the purchase price with a **maximum of \$60,000**. This loan is considered a second mortgage so applicants will also need to meet first mortgage loan-to-value (LTV) requirements from their primary lender.

## Program Overview:

- Cook Inlet Lending Center, Inc. is a certified Community Development Finance Institution (CDFI) therefore the Down Payment Assistance Program is for low to moderate income borrowers.
- Provides assistance to eligible applicants as they finance a home in the Municipality of Anchorage, Kenai-Peninsula Borough and the Matanuska-Susitna Valley.

## What kinds of properties are eligible for purchase?

- Single family properties (detached homes, condos, townhouses, PUDs) located in the CIRI foot print. Purchaser must occupy the property as their primary residence.

## Eligible Participants are:

- Purchasers who generally do not own other residential real estate. ( Need not be first time homebuyers )
- Purchasers whose liquid assets do not exceed \$20,000 at the time of closing. **If the total liquid assets owned or controlled by any adult living in the property exceeding \$20,000, CILC loan amount will be reduced by the amount over \$20,000.**
- Purchasers who have saved 2 months of reserves of Principal, Interest, Taxes and Insurance (PITI) including first and Second Mortgages **at application date.**
- Purchasers who have a minimum credit score of 640.
- Purchasers who have not had a foreclosure or bankruptcy in the past six (6) years.

## Income Details:

Down payment assistance is provided to applicants whose total household income is equal to or less than the income guidelines illustrated based on household size.

Household Size	1-person	2-people	3-people	4 people	5 people	6 people	7 people	8 people
Maximum Household Income	\$77,475	\$88,500	\$99,600	\$110,625	\$119,475	\$128,325	\$137,175	\$146,025

- Assistance is in the form of a second mortgage loan. First mortgage provided by an AHFC approved lender.
- Borrowers down payment must meet or exceed minimum down payment requirements of first mortgage.
- 4% fixed interest rate over a 30 year term with an Annual Percentage Rate (APR) of 4.083% based on the maximum loan amount.
- Borrowers sign a first and second mortgage.
- Borrowers make monthly principal and interest payments to Cook Inlet Lending Centers (or its loan servicer) in addition to a first mortgage payment.
- Borrowers demonstrate the ability to afford their mortgage payments: first mortgage debt-to-income ratio and total debt-to-income ratio should be in the range of 30% and 40% respectively.

**Loan Program Terms and Funding Availability Subject to Approval and Change Without Notice**  
**Documentation required:**

Please submit the following for all household members (18 years and older):

- Prequalification letter from an Alaska Housing approved lender
- Valid Government issued picture ID for all adult household members
- Most recent signed 2 years tax returns to include all schedules, W-2's and 1099's
- Most recent 30 days' paycheck stubs for each employer
- Last 2 complete month's bank/asset statements, all accounts, all pages. This includes but is not limited to investment accounts, life insurance, and stock and bonds.
- Current Retirement Statements, including but not limited to 401K, Pension, PERS, TERS, SBS and IRA accounts. This includes accounts from previous employers.
- Self-employed borrowers to provide year-to-date profit and loss statement
- Social Security, SSI, Pension, APA and/or other benefits letters for all household members
- Native Corporation Dividend yearly statements
- Certificate of Indian Blood, if applicable
- Divorce decree and/or child support order if applicable
- Certificate of completion of the AHFC HomeChoice Class (class must be attended by both applicants)

I understand the information and documentation requested is for all household members. I certify I have disclosed all members of my household and their income and have provided the required information.

\_\_\_\_\_ Initials

In order for CILC to determine your eligibility for the Home Buyer Program, all documentation and information required must be submitted with you completed application form. The program is funded by grants from the Federal Government on a first come first serve basis.

Loan Program Terms and Funding availability are subject to change without notice.

\_\_\_\_\_ Initials

**Appointment Information**

You may return your application in person, mail it to CILC, 3600 Spenard Road, Suite 100, Anchorage, AK, 99503, fax it to 793-3079 or email it to [info@cookinletlending.com](mailto:info@cookinletlending.com). Once you have turned in your application and documentation, please allow up to 5 business days for it to be reviewed.

After your application has been reviewed and approved for enrollment into the program, CILC will notify you and schedule an appointment to complete the program paperwork and discuss the next step.



## Authorization for Release of Information

I/We, \_\_\_\_\_ / \_\_\_\_\_  
(applicant) (co-applicant)

Authorize Cook Inlet Lending Center (CILC) to receive release information from/to:

Primary Mortgage Lender: \_\_\_\_\_

Real Estate Licensee: \_\_\_\_\_

Consumer Counseling Agency: \_\_\_\_\_

Other: \_\_\_\_\_

To verify my/our application for participation in the CILC Home Buyer Loan Program. I/We understand this authorization and the information obtained may be given to and used by the Department of Housing and Urban Development (HUD) in administering and enforcing program rules and policies.

Information may also be obtained directly from financial institutions concerning information about mortgage loans and unearned income (i.e., interest, and dividends). I/We understand that income information obtained from these sources will be used to verify information that I/we provide in determining eligibility for the CILC Home Buyer Loan Program. Therefore, this consent form only authorizes release directly from financial institutions of information regarding any period(s) within the last 5 years.

I/We understand that this authorization cannot be used to obtain information about me/us that is not pertinent to my/our eligibility.

### COMPUTER MATCHING NOTICE AND CONSENT

I/We understand and agree that HUD or CILC may conduct computer matching programs to verify the information supplied for my/our application. If a computer match is done, I/we understand that I/we have a right to notification of any adverse information found and a chance to disprove incorrect information. HUD or CILC may in the course of its duties exchange such automated information with other Federal, State, or local agencies, including but not limited to: State Employment Security Agencies; Department of Defense; Office of Personnel Management; the U.S. Postal Service; the Social Security Agency; and State welfare and food stamp agencies.

### CONDITIONS

I/We agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file with the Cook Inlet Lending Center, Inc. and will stay in effect for a year and one month from the date signed. I/We understand I/we have a right to review my/our file and correct any information that I/we can prove is incorrect.

Applicant Signature

Co-Applicant Signature

Date

**NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN THAT IS NEEDED. IRS FORM 4506 "REQUEST FOR COPY OF TAX FORM" MUST BE PREPARED AND SIGNED SEPARATELY.**



# DOWN PAYMENT ASSISTANCE PROGRAM FOR HOME OWNERSHIP

## Application for Participation

Please read, understand and agree to the Terms and Conditions of this application before signing. Please carefully review and complete all sections of this application. Please type or print with ink pen. Return the completed application to Cook Inlet Lending Center.

### **PART I. GENERAL INFORMATION**

<b>Applicant Name:</b>		<b>Sex: M F</b>	
<b>Social Security Number:</b>		<b>Date of Birth:</b>	
<b>Phone:</b>		<b>Email:</b>	
<b>Co- Applicant Name:</b>		<b>Sex: M F</b>	
<b>Social Security Number:</b>		<b>Date of Birth:</b>	
<b>Phone:</b>		<b>Email:</b>	
<b>Present Address:</b>		<b>Length of Time:</b>	
<b>City:</b>		<b>State:</b>	<b>Zip:</b>
<b>Landlord:</b>		<b>Telephone:</b>	

<b>Total Number In Household _____; Please List All The Members Of Your Household, Including Spouse</b>			
Full Name	Relation	Date of Birth	Education Level

To your knowledge, have you ever received assistance from HUD's HOME Program?

Yes       No

Are you an employee or director of CIHA or CILC or an immediate family member of any employee or Director?

Yes       No

If related list the name and relationship: \_\_\_\_\_

## Part II Household Employment Information

Applicant Employer:		# of hours per week _____
Work Address:		
Position:	How long in this position:	
Date of Hire:	Monthly Gross Income \$:	
Co-Applicant Employer:		# of hours per week _____
Work Address:		How long in this position:
Position:	Monthly Gross Income \$:	
Date of Hire:	How long in this position?	

### Other Household Member's Employment:

Member Name:	Monthly Gross Income:	Annual:
Member Name:	Monthly Gross Income:	Annual:
Member Name:	Monthly Gross Income:	Annual:
Member Name:	Monthly Gross Income:	Annual:
Member Name:	Monthly Gross Income:	Annual:

## PART III Household Income & Assets

### Earned Income

Annual Household Gross Adjusted Income from taxes: \_\_\_\_\_

Yes	No	Unearned Income type	Monthly Amount	Annual Amount
		Alimony		
		Child Support		
		SSI/SSDI		
		Food Stamps		
		Corporation Dividends		

### Assets of all household members

Yes	No	Asset Type	Value	Balance Due
		Principal Residence		
		Business Ownership		
		Other real estate		
		Investments (401K,IRA,Stocks,other)		
		Checking Account		
		Savings Account		
		Children's Accounts		

## Part IV Background Information

### What is your Marital Status?

Single    Married    Separated    Divorced    Widowed    Other \_\_\_\_\_

### What is your race/ethnicity?

African American    Asian American/Pacific Islander    Caucasian    Other \_\_\_\_\_  
 Hawaiian/Pacific Islander    Hispanic    Native American/Alaskan Native

### If Alaska Native/Native American, what is your regional/village corporation or tribal affiliation:

CIRI Shareholder    CIRI Descendant    Ahtna    Aleut    Arctic Slope  
 Bering Straits    BBNC    Calista    Chugach    Doyon  
 Koniag    NANA  
 Sealaska    13<sup>th</sup> Region    Other AK Native    American Indian

Village Corporation: \_\_\_\_\_ Tribe: \_\_\_\_\_

### Are you a Veteran of the United States Military?

Yes    No

### How did you hear about Cook Inlet Lending Center's Loan Program?

Real Estate Ad    Cook Inlet Housing Authority    IDA Program    Friend/Family  
 Referred by Mortgage Lender: \_\_\_\_\_    Referred by Realtor \_\_\_\_\_

### Are you a First Time Home Buyer?

Yes    No

**I/We have:**    been pre-qualified for a mortgage loan    an accepted earnest money agreement  
Timeframe for homeownership: \_\_\_\_ 0 to 3 months   \_\_\_\_ 3 to 6 months   \_\_\_\_ 6 to 9 months   \_\_\_\_ 9 to 12 months

**Would you like to learn more about our Individual Development Account (IDA) program that allows you to become informed about establishing or repairing credit, budgeting, & opening as a savings account for down payment assistance?**

Saving for down payment    Yes    No

Education Program    Yes    No

**All of the information provided is true and correct to the best of my knowledge:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_   Signature: \_\_\_\_\_ Date: \_\_\_\_\_

