



# Hallandale Beach Community Redevelopment Agency

## First Time Homebuyer Program Policy

Revision - February 2018  
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# Introduction

The mission of the Hallandale Beach Community Redevelopment Agency (CRA) is to foster and directly assist in the redevelopment of the Community Redevelopment Area in order to eliminate slum and blight, thus improving the attractiveness and quality of life of the area and the City of Hallandale Beach as a whole. The CRA's Implementation Plan, which is available to the public on the CRA's website, provides the framework for projects and activities intended to accomplish this mission, and offers objectives for redevelopment of the area that is also consistent with the citizens' visions as expressed through various neighborhood and area planning initiatives. The policies used to accomplish these goals are targeted at businesses and residents respectively.

## Definitions

Administrative Fees: Fees charged to NIP applicants to cover the HBCRA incurred costs to administer the NIP and Hurricane Rebate Program; such fees include but are not limited to an application fee, re-inspection fee and subordination fee.

Affordable Housing: A situation where the cost of monthly rents or monthly mortgage payments including taxes, insurance, and utilities do not exceed 35% of a household's adjusted gross monthly income. This is based on the median average income for the household size and primarily applies to very low, low, and moderate income households.

Assets: Cash or items of value that can be converted to cash and used as collateral to secure financing.

Assumption of Mortgage: When a buyer purchases a home and agrees to take over the existing mortgage debt on the house from the seller.

Community Redevelopment Agency: The Community Redevelopment Act of 1969, codified as Part III of Ch. 163, F.S., was enacted to enable counties and municipalities to eliminate and prevent the development or spread of slums and urban blight, to encourage needed community rehabilitation and to provide for the redevelopment of slums and blighted areas.

Cooperative: – the form of ownership of real property wherein legal title is vested in a corporation or other entity and the beneficial use is evidenced by an ownership interest in the association and a lease or other monument of title or possession granted by the association as the owner of all the cooperative property.

Debt to Income Ratio: The percentage of a person or household's monthly gross income that goes toward paying debts.

Default: When a borrower is unable to fulfill the obligations of his/her loan agreement.

First Right-of-Buyback: The right to have the first opportunity to purchase the property from a buyer when the buyer decides to sell or convey the property. The HBCRA, at its option, may

purchase the property at the Market Value (as appraised) minus the principal assistance amount and any applicable deductions.

Grant: For the purpose of this Policy is that portion of the loan or the financial assistance which is forgiven and not required to be paid back to the HBCRA.

Hallandale Beach Community Redevelopment Agency (HBCRA): The Community Redevelopment Agency of Hallandale Beach.

Homestead: in Florida, an individual's primary residence.

Loan Agreement: A contract which regulates the terms of a loan.

Market Value: The amount that a buyer agrees to pay a seller, determined by the appraised value of the property.

Mortgage and Promissory Note: A legal document that states that a borrower obtaining a loan is obligated to repay it within the specified time period and provides a security interest in the form of a lien in favor of the lender against the home if the borrower fails to fulfill the terms.

Principal: The currently unpaid balance of a loan, not including interest (if applicable).

Proceeds of Sale: The difference between the purchase price of a property at the time the property was conveyed to the buyer and the sale price of the property at a subsequent time when the buyer intends to sell or convey the property.

Rehabilitation: the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient, contemporary use while preserving those portions which are significant to its historic, architectural and cultural values.

Restrictive Covenant: A provision and/or contract restricting or limiting the use or sale of the property in some manner.

Satisfaction of Mortgage: A document acknowledging the payment of a mortgage debt.

Subordination: A loan (or security) that ranks below other loans (or securities) with regard to claims on assets or earnings. HBCRA will only subordinate to 2<sup>nd</sup> lien position. HBCRA will not subordinate in the case of a cash out transaction.

Sweat Equity: increased value from a property due to the owner performing the labor when renovating or improving that property.

Transfer: Any change in ownership which is different from the name (s) on the original mortgage and promissory note.

## **FIRST TIME HOMEBUYER (FTHB)**

### **Program Overview**

The First Time Homebuyer Program provides up to \$80,000 in down payment assistance for the purchase of a first home in the CRA district. These funds are available to affordable housing buyers (whose income is between 50 and 120 percent of the Broward County median income guidelines) to be used for gap funding and closing costs,

The program also provides an incentive of up to \$10,000 in down payment assistance for workforce housing buyers whose income is above 120% but not more than 140% median. An additional \$5,000 incentive is available for first responders, teachers and nurses.

### **Eligible Uses**

Assistance may only be used for gap funding and closing costs for an existing single family home, townhouse, or condominium or for the construction of new single family home.

### **Eligibility Requirements**

- Applicants must meet the gross income requirement (current Broward County Median Income guidelines) to participate in the program.
- Applicant who has never owned a home or has not owned a home for at least three (3) years.
- Applicant who have not filed bankruptcy with the last three years.
- Applicants must be citizens or permanent legal residents of the United States in order to qualify and must have resided in the State of Florida for at least 12 months.
- No more than 30% of the applicant's gross income can be spent on housing (mortgage payment, mortgage insurance, property taxes and property insurance) and 45% for total expenses.
- A minimum credit score of 640 is required to participate in this program.
- Applicant is required to attend an 8 hour HUD certified first time home buyer's course, get a certificate and submit it along with application.
- Applicant must submit a pre-approval letter, for a first mortgage, from a qualified lender when submitting application.
- Applicant must contribute at least \$2,000 own monies towards the purchase price.
- Affordable housing applicant must agree to occupy the home, as primary residence for at least 10 years after purchase. Workforce house housing applicants must agree to occupy the home, as primary residence for at least 5 years after purchase.
- If the buyer closes after Broward County's homestead deadline then the buyer must agree to homestead the property within a year of closing.
- All property taxes, homeowners insurance and City utilities must remain current after purchase.
- Applicant must submit an executed sales & purchase agreement within 45 days after the application has been submitted to the HBCRA office in order to determine amount of funding assistance.

### **Additional required documents:**

Document required, prior to closing, if applicant is approved for the subsidy.

- Property inspection report
- Appraisal
- Title policy commitment
- Bank loan commitment
- Loan disclosure statement

The property must pass the home inspection to be considered for the program. Sales price must be comparable to appraisal.

### Loan Terms

#### Affordable Housing:

The maximum loan amount will be \$80,000. The loan will take the form of a 0% forgivable loan for a ten-year period. If the recipient sells or conveys the property before the tenth year of residency, repayment of the original assistance amount must be paid as follows:

Years in Residence at Property	Repayment Liability to HBCRA*
0-5	100%
6	80%
7	60%
8	40%
9	20%
10+	0%

First Right-of-Buy-Refusal: HBCRA will have the First Right-of-Buy-Refusal at the time the Owner(s) decides to sell or convey the Property. The HBCRA may opt to purchase the Property at the Market Value (as appraised), minus the then due portion of the Down Payment Assistance Amount and any deductions as described above. The HBCRA shall have thirty (30) business days to respond to the sale offer after the HBCRA has been notified by owner(s) in writing, of owner(s) intent to sell the Property.

#### Workforce Housing:

The maximum loan amount is up to \$10,000. An additional \$5,000 incentive is available for first responders, teachers and nurses. The loan will take the form of a 0% forgivable loan for a five-year period. If the recipient sells or conveys before the fifth year of residency repayment of the total assistance amount must be paid in full.

### Subordination

HBCRA will subordinate its loan for rate and term changes but not for cash out or credit cards consolidation.

### Satisfaction

After the loan reaches maturity, if the loan is not in default, the HBCRA will record a satisfaction of mortgage. Home/property owners are responsible for all lien release fees.

### Fees

There is no application fee for this program.

Applications are submitted by appointment only. Submit only completed application with the required documents and appropriate signature to avoid any delay in financial consideration. Please print legibly in either black or blue ink.

Submission of application is not a guarantee of funding. It is the responsibility of the applicant to READ AND UNDERSTAND all aspects of the program's rules/requirements and application.

NOTICE TO THIRD PARTIES: The HBCRA program application does not create any rights for any parties, including parties that performed work on the project. Nor shall issuance of grant/loan result in any obligation on the part of the HBCRA to any third party. The HBCRA is not required to verify that entities that have contracted with the applicant have been paid in full, or that such entities have paid any subcontractors in full. Applicant's warranty that all bills related to the Project for which the applicant is directly responsible is sufficient assurance for the HBCRA to award grant/loan funding.

**REQUIRED DOCUMENTS (Please provide copies "ONLY"):**

- COMMITMENT/ PRE-APPROVAL LETTER FROM A LENDER

**IDENTIFICATION: (all of the following – Copies "ONLY"):**

- ID (Florida driver's license or FL ID card, social security card and voter's registration card)
- Birth Certificates or United States Passport
- Marriage Certificate (if applicable)
- Divorce Certificate (if applicable)
- Verification of residence (i.e. Alien Registration, etc.)

**INCOME: (Copies "ONLY" of all the following that apply):**

- Signed last 2 years Income Tax forms including W2's
- Verification of employment:( employment verification form completed by employer)
- Pay stubs for last 6 months
- Profit & Loss Statement (if self- employed)
- Current Social Security Award letter – if applicable
- Worker's Compensation letter – if applicable
- Unemployment Compensation letter – if applicable
- Pension Statement – if applicable
- Child Support (Court Order) – if applicable
- Alimony (Court Order) – if applicable
- VA Benefits (Award Letter) – if applicable
- Food Stamps (Award letter) – if applicable

**FINANCIAL STATEMENTS: (Copies "ONLY" of all the following that apply):**

- Last three (3) months bank statements – **All accounts: checking, savings, CDs, etc.)**
- Latest statement for all IRA's, 401Ks, 457K, Stocks, Bonds, etc.
- "Giff" Letter, Notarized (if receiving money from relative toward the purchase.

**MISCELLANEOUS - (Copies "ONLY"):**

- Full Credit Report from one agency (**i.e. Equifax, Experian, or TransUnion** no older than 90 days).
- Rental receipts and affidavit for last six (6) months
- Bankruptcy Papers
- Certificate of completion for Credit/Home Buyer's training/ education course (completed within last 12 months)
- Contract (if available)



**First Time Homebuyers Program (FTHB)**  
**400 South Federal Hwy, Rm 239 Hallandale Beach, FL 33009**  
**954-457-1422 | 954-457-2228 | [www.cohbcra.org](http://www.cohbcra.org)**

**Applicant**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Monthly rent \$ \_\_\_\_\_ How long at this address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of birth: \_\_\_\_\_  Male  Female

Marital status: \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Unmarried (single, divorced, widow) Household Size \_\_\_\_\_

**Employed** \_\_\_\_\_ **Unemployed** \_\_\_\_\_ **Retired** \_\_\_\_\_

**Employer #1 (All employment must be listed below)**

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person for Income Verification: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Employed since: \_\_\_\_\_

Monthly income: \_\_\_\_\_ Bonus: \_\_\_\_\_ Overtime: \_\_\_\_\_

Alimony/Child support: \_\_\_\_\_ SS/Disability/Pension \_\_\_\_\_ Other (explain): \_\_\_\_\_

**Employer #2 (If applicable)**

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person for Income Verification: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Employed since: \_\_\_\_\_

Monthly income: \_\_\_\_\_ Bonus: \_\_\_\_\_ Overtime: \_\_\_\_\_

**APPLICANT'S TOTAL MONTHLY INCOME: \$** \_\_\_\_\_

**Co-Applicant**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Monthly rent \$ \_\_\_\_\_ How long at this address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of birth: \_\_\_\_\_  Male  Female

Marital status: \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Unmarried (single, divorced, widow) Household Size \_\_\_\_\_

Employed \_\_\_\_\_ Unemployed \_\_\_\_\_ Retired \_\_\_\_\_

**Employer #1 (All employment must be listed below)**

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person for Income Verification: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Employed since: \_\_\_\_\_

Monthly income: \_\_\_\_\_ Bonus: \_\_\_\_\_ Overtime: \_\_\_\_\_

Alimony/Child support: \_\_\_\_\_ SS/Disability/Pension \_\_\_\_\_ Other (explain): \_\_\_\_\_

**Employer #2 (If applicable)**

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person for Income Verification: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Employed since: \_\_\_\_\_

Monthly income: \_\_\_\_\_ Bonus: \_\_\_\_\_ Overtime: \_\_\_\_\_

**CO-APPLICANT'S TOTAL MONTHLY INCOME: \$** \_\_\_\_\_

**TOTAL HOUSEHOLD GROSS MONTHLY INCOME \$** \_\_\_\_\_

ALL OTHER HOUSEHOLD MEMBERS (Do not list Applicant and Co-Applicant here)

Name	Date of Birth	Relationship	Income

**ASSETS** (For Applicant, Co-Applicant and Other)

Bank accounts: Checking, Savings, Retirement, Certificates of Deposit, etc. Use additional pages if needed.

**BALANCES**

Type of account	Bank/Institution	Applicant	Co-Applicant	Other	TOTAL
Checking					
Savings					
Retirement					
Stocks					
Bonds					
Mutual Funds					
Other					
Vehicles, Boats					

**TOTAL ASSETS \$** \_\_\_\_\_

**LIABILITIES** (For applicant, co-applicant, other)

Installment (Bank) loans, Auto loans, Credit cards, Student loans, Hospital bills, and other debt. Include child support and alimony payments. (*Rent, Utilities & cable should not be included*) Place amount under proper person.

Bank or Creditor	Application	Co-Applicant	Monthly Payment	Balance Due

**TOTAL DEBTS:** \$ \_\_\_\_\_

**HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY**  
**400 S. Federal Highway, Hallandale Beach, FL 33009**  
**REQUEST FOR VERIFICATION OF INCOME**

**A. APPLICANT'S NAME, ADDRESS & PHONE**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_

**B. EMPLOYER'S NAME, ADDRESS & PHONE #**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_

**NOTICE TO EMPLOYER**

The applicant identified in Section A. has applied for Hallandale Beach CRA's Neighborhood Improvement Program. The applicant has authorized the HBCRA in writing to obtain verification of employment income and is confidential. Please furnish the information requested below and return this form via mail to the address above or by email [lparks@cohb.org](mailto:lparks@cohb.org) Attn: CRA.

**EMPLOYER'S VERIFICATION**

1. Position Held: \_\_\_\_\_
2. Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_
3. Probability of Continued Employment \_\_\_\_\_

Rate of Pay (Estimated, if not actual).

Present Base Salary \$ \_\_\_\_\_  
\_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Bi-Weekly \_\_\_\_\_ Other \_\_\_\_\_  
(List number of hours work per week)

Additional Compensation Received  
\$ \_\_\_\_\_ Overtime \$ \_\_\_\_\_ Commission \$ \_\_\_\_\_ Bonus

Anticipated earnings for next 12 months \_\_\_\_\_

If applicant is Military, given income on a monthly basis as follows:

\$ \_\_\_\_\_ Base Pay \$ \_\_\_\_\_ Flight or Hazard  
\$ \_\_\_\_\_ Duty Allowance \$ \_\_\_\_\_ Other Assistance

Has employment been terminated? \_\_\_ Yes \_\_\_ No [if yes, is the individual eligible for unemployment benefits? \_\_\_\_\_ (yes/no)]

**EMPLOYER'S CERTIFICATION**

The above information is furnished in strict confidence in response to the HBCRA's request.

\_\_\_\_\_  
Employer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer's Title  
AUTHORIZATION

**APPLICANT'S**

I hereby authorize the release of the above requested information.

\_\_\_\_\_  
Signature of Applicant

**CERTIFICATION:**

I/we understand that verification of my income will be verified with the employer(s) listed above.

I/we understand that this program provides assistance for home buyers and I / we state that I/we are not currently in bankruptcy or have been in the last three (3) years prior to this date.

I/we agree to participate in the promotion of this program, and agree to be interviewed and accept pictures to be taken. I/we agree that HBCRA may use such photographs of me/us with my/our name(s) and for any lawful purposes, including such purposes as publicity, illustration, advertising and web consent.

I/we understand that if assistance is provided and a residence is not constructed or if I/we cease to occupy the property as my/our principal residence or if I/we sell or convey the property, then the total assistance provided will be due and payable to the HBCRA plus any applicable penalties and interest.

I/we understand the terms of this program and sign acknowledging the following terms apply to me/us.

I/we must remain in the home for at least ten (10) years to avoid penalties and interest.

I/we declare that all information provided on all pages of this application is true and accurate to the best of my/our knowledge. I/we understand that misrepresentations or incorrect information provided can disqualify me/us from participating in this program.

IN WITNESS WHEREOF, I/we have set my/our hand(s) and seal this \_\_\_\_\_,  
20\_\_\_\_\_.

**WITNESSES:**

\_\_\_\_\_

\_\_\_\_\_  
Print Name: Applicant

\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_

\_\_\_\_\_  
Print Name: Co-Applicant

\_\_\_\_\_

\_\_\_\_\_  
Signature of Co-Applicant

**STATE OF FLORIDA  
COUNTY OF BROWARD**

On \_\_\_\_\_, 20\_\_\_\_\_, before me, the undersigned authority, personally appeared \_\_\_\_\_ and \_\_\_\_\_ who are personally known to me or produced \_\_\_\_\_ as identification, and executed this application.

\_\_\_\_\_  
Notary Public

# Appendix I: Broward Median Income Chart (2018)

Broward County Median Income: \$65,700

HUD Released: 3/30/18

Posted: 4/6/18

<b>Household Size</b>	<b>Extremely Low (30%)</b>	<b>Very Low (50%)</b>	<b>Low (80%)</b>	<b>Moderate (120%)</b>	<b>Workforce (140%)</b>
1	\$17,000	\$28,300	\$45,300	\$67,920	\$79,240
2	\$19,400	\$32,350	\$51,750	\$77,640	\$90,580
3	\$21,850	\$36,400	\$58,200	\$87,360	\$101,920
4	\$25,100	\$40,400	\$64,650	\$96,960	\$113,120
5	\$29,420	\$43,650	\$69,850	\$104,760	\$122,220
6	\$33,740	\$46,900	\$75,000	\$112,560	\$131,320
7	\$38,060	\$50,100	\$80,200	\$120,240	\$140,280
8	\$42,380	\$53,350	\$85,350	\$128,040	\$149,380
9	Refer to HUD	\$56,560	\$90,496	\$135,744	\$158,368
10	Refer to HUD	\$59,792	\$95,667	\$143,501	\$167,418

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# Appendix II: CRA Area Map

The CRA area is bound to the north by Pembroke Road, to the south by the Dade-Broward County line, to the West by Interstate 95 and to the East by NE 14 Avenue and the 14<sup>th</sup> Avenue canal.

