

We qualify families based upon the number of people in the household and income levels. Your income is based on the household's projected gross annual income for the next 12 months. Once we receive confirmation that you have attended the class, and confirmation of income, you will need to come back into our office to review and certify that the income information is correct. We will then process your application and determine whether you are eligible for the program. You will be notified my mail. You can then take that letter to your bank or mortgage company to verify that you have been approved. Funds are available on a first come, first served basis until we run out of funds.

Note: the eligibility is for a limited time. The income information we receive is good for 120 days or until we run out of funds, which ever happens first. Once your eligibility expires, you would need to reapply for the program.

The Home Ownership counseling class you attend is good for one (1) year. When the year expires, you would need to retake the class.

Rules for acceptance and participation in the program are the same for everyone without regard to race, color, national origin, age, sex, or handicap.

Provided courtesy of:

<http://www.downpaymentsolutions.com>

Other sections of interest:

http://www.downpaymentsolutions.com/home_buyer_education/documents.shtml

<http://www.downpaymentsolutions.com/links/links.shtml>

<http://www.downpaymentsolutions.com/articles/articles.shtml>

<http://www.downpaymentsolutions.com/states.shtml>

SHIP APPLICATION INFORMATION

The following items are necessary for SHIP application completion.

1. **IDENTIFICATION:**
 - a. Photo ID for all adult members of the household.
 - b. Social Security Cards for all members of the household.
 - c. Resident Alien Card for all non-U.S. citizens.
2. **EMPLOYMENT INCOME:** (Gross income from all family members.)
 - a. Employment verification form completed by employer or statement from employer on company letterhead; or
 - b. Check stubs or earning statements showing employee's name, gross pay per pay period, frequency of pay, and year-to-date earnings for previous 90 day period.
3. **SOCIAL SECURITY, PENSION, SUPPLEMENTAL SECURITY INCOME (SSI), DISABILITY INCOME:**
 - a. A benefit verification form completed by the agency providing the benefits; or
 - b. An award or benefit notification letter prepared and signed by the authorizing agency.
4. **ALIMONY OR CHILD SUPPORT PAYMENTS:**
 - a. A print-out from the court or governmental agency through which payments are being made; or
 - b. A notarized letter from the person paying support; or
 - c. A copy of a separation or settlement agreement or a divorce decree stating the amount and type or support payment schedule.
5. **SCHOLARSHIPS, GRANTS, AND VETERANS' ADMINISTRATION BENEFITS:**
 - a. Benefactor's written confirmation or amount of assistance.
6. **UNEMPLOYED APPLICANTS:**
 - a. An unemployed applicant's Affidavit and signed copy of the prior year's tax return or evidence of participation in a housing assistance program.
7. **VALUE OF ASSETS, (SUCH AS, BUT NOT LIMITED TO):**
 - a. Savings accounts and the average 6-month balance of checking accounts.
 - b. Stocks, bonds, savings certificates, etc.
 - c. Equity in real property or other capital investments.
 - d. Cash value of trusts that are available to household.
 - e. IRA and other retirement saving accounts.
 - f. Lump sum receipts (inheritances, lottery winnings).