



The City of  
**MIDWEST CITY**  
GRANTS MANAGEMENT DEPARTMENT  
Terri L. Craft, Grants Manager

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## **MIDWEST CITY Homebuyer Assistance Program**

The Homebuyer Assistance Program promotes homeownership opportunities for income-eligible first-time home buyers who purchase homes in Midwest City. The program pays up to \$5000.00 towards closing costs, down payment, and principal reduction. The City of Midwest City is offering this program in an effort to encourage an increase in home ownership opportunities for low-income residents and to provide a tool to assist in neighborhood revitalization.

The Homebuyer Assistance Program is funded through the HOME Investment Partnerships (HOME) Program and is administered by Midwest City's Grants Management Department, 100 N Midwest Boulevard, Midwest City, Oklahoma. Phone: 405/739-1221. The Homebuyer Assistance Program is funded with \$ 194,995.00, and the program will begin on or about April 22, 2019, and will end when funds are expended or November 30, 2021.

**The City of Midwest City reserves the right to suspend the Homebuyer Assistance Program at any time. The program will end when funds have been expended. Application to the program does not guarantee funds. Technical eligibility with the guidelines and standards of the program does not guarantee award of a grant. Assistance provided by the program is available to any person meeting the qualification standards without regard to race, color, religion, sex, national origin, handicap, or familial status.**

- All grants are available for first-time homebuyers (defined below)
- Homebuyer education is a requirement of the program (defined below)
- All grants are for buyers with gross household annual incomes as follows:

Fam Size	1	2	3	4	5	6	7	8
Income	\$41,350	\$47,250	\$53,150	\$59,050	\$63,800	\$68,500	\$73,250	\$77,950

(Effective 06/28/2019)

**\*Income limits subject to change once HUD releases new annual guidelines**

### **Eligible Homebuyers**



- A. Applicant(s) must be 18 years of age.
- B. Applicant(s) must agree to reside in the property as their primary residence for five (5) years. This period is termed the “Affordability Period” and is set by the closing of the file in OHFA’s federal financial system not the closing of the property purchased.
- C. Applicants must be first-time homebuyers. The term first-time homebuyer means an individual or an individual and his/her spouse who have not owned a home during the 3-year period prior to purchase of a home with assistance from this program. The term first-time homebuyer includes an individual who is a displaced homemaker or a single parent. The term “displaced homemaker” means an individual who is an adult, has not worked full-time in the labor force for a number of years, and is unemployed or underemployed. The term “single parent” means an individual who is unmarried or legally separated from a spouse and has one or more minor children for whom the individual has custody or joint custody. No Co-signors will be permitted.
- D. Applicant(s) must not exceed annual gross household income as required by the program. Household income is figured by taking the current gross income of all household members and projecting that income forward 12 months in accordance with 24 CFR 5.609 more commonly known as the “Part 5” annual income calculations.
- E. Applicant(s) must be approved for and obtain a first mortgage loan by an approved FHA, VA, Freddie Mac, Fannie Mae, or Oklahoma licensed mortgage lender. A mortgage assumption is not considered a first mortgage. Loan terms secured by housing under this program shall be considered reasonable in the local primary lending trade. The interest rate for the mortgage must be reasonable and customary. Adjustable rate mortgages are not approved for this program. **Mortgage fees such as loan processing fees, loan servicing fees, and/or underwriting fees must not exceed \$1,000 total.**
- F. Applicant(s) shall provide a portion of down payment/closing costs from their personal funds as follows: A minimum of \$500.00 or 1.5% of sales contract price, whichever is greater.
- G. Affordability. Monthly house payment (principal, interest, taxes, insurance) shall not exceed 35% but must not be less than 20% of the household monthly gross income. Applicant’s total debt shall not exceed 50% of the household monthly gross income.
- H. Applicant(s) may not have an ownership interest in any other residential real estate.
- I. Certain students are excluded from participating in the program in accordance with the HOME investment partnership act student rule. Applicant(s) that are attending an institute of higher education must meet one of the following exceptions in order to be eligible: Be over the age of 23, a US military veteran, married, have dependent children, have a disability, or have parents who, individually or jointly, are eligible on the basis of income.
- J. Applicant(s) who are awarded a grant shall not be eligible for any other Midwest City grant



assistance in excess of \$4000.00 for a 1-year period.

### Eligible Properties

Property must be a single-family dwelling or condominium in Midwest City, Oklahoma. For-sale property shall be vacant or owner occupied. **For-sale property shall not be tenant occupied.** If for-sale property is rental property or has been occupied by anyone other than the owner, property must be vacant for 90 consecutive days prior to the date of the signed sales contract. A property is not eligible if the owner/seller caused displacement of any tenant from the property in order to sell the property with assistance of the Homebuyer Assistance Program. **Exception:** Property may be tenant occupied if tenant is purchaser and has occupied property for 90 days prior to date of signed sales contract. The purchase price of the property cannot exceed 95% of the area median purchase price, for this funding cycle the purchase price may not exceed \$142,000. Properties located in a floodplain are not program eligible. **All properties shall meet property maintenance requirements and appraisal requirements prior to closing.**

### Deferred Loan (Grant)

The program provides a grant, in the form of a deferred loan, for downpayment and reasonable closing costs. The deferred loan shall not exceed \$5000.00. A lien or second mortgage will be placed upon the property for five years and will be released, provided the owner(s) maintain and occupy the property as their primary residence and do not rent or sell the property within five (5) years. If the property is sold or rented within the 5-year period, the owner shall return all the financial assistance received. The program will allow for loan subordinations for the purpose of refinancing to a lower percentage rate or shorter loan term only. The five year affordability period does not begin until the activity has been closed out by the funding source not at the time of the home closing.

### Eligible Closing Costs

Program funds may be used for costs associated with the purchase of an eligible home. Program assistance must be used in the following order: 1) downpayment, 2) closing costs, 3) prepaid items, and 4) principal reduction as reflected on the closing statement. \*No funds may be returned to the purchaser at closing, therefore any funds due to buyer at closing will be rolled into principal reduction. Eligible closing costs may include: loan application fee, loan origination fee, loan discount fee, credit report, appraisal, survey, prepaid deposits, settlement or closing fee, title charges, recording fees, pest inspection, property condition inspection. **Costs such as loan processing fees, loan servicing fees, and /or underwriting fees must not exceed \$1,000 total.** Program funds shall not be used for realtor's commission. If there are questions about eligible closing costs, contact the Grants Management Department at 739-1221.

### Closing Company

The closing must be held at a closing / title company located in Midwest City. For a list of eligible closing companies please contact the Grants Management Department at 739-1221.



## Types of Income

For the purposes of the Homebuyer Assistance Program, the income of the applicant(s) household must include the following (All income figures are based on gross, pre-tax, amounts):

- The earnings of the applicant(s) and all household members age 18 or over. Earnings are defined all wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services (before any payroll deductions).
- Net income from the operation of a business or profession. Self-employed applicant(s) must provide profit loss statement for prior year, signed individual federal income tax returns, including all applicable schedules, for the most current two years.
- Interest, dividends, and other net income of any kind from real or personal property. Income from alimony, child support, separation maintenance payments or public assistance which is likely to be consistently received by the applicant(s).
- All gross periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts.

Income from some sources is not required to be disclosed by the applicant(s) for the purpose of loan underwriting but must be included as income for the purposes of determining if the applicant(s) household is eligible for the Homebuyer Assistance Program. The amount of income listed on the Homebuyer Assistance Program application may not match the amount of income on the lender's Uniform Residential Loan Application.

## Homebuyer Education - Required

The applicant must complete a homebuyer education workshop. The workshop serves to educate and protect home buyers and helps overcome barriers to homeownership. Workshops are conducted by various agencies throughout the metro area. The applicant must contact the provider, enroll in a scheduled workshop and provide a certificate of completion. A list of available workshops is available in the Grants Management Office. If you chose to attend a workshop that requires a fee (free options are available), the amount paid will be counted towards your 1.5% required contribution.

## Procedures

**Homebuyers must allow a minimum of 3 weeks between program application and closing date. Closing dates taking place earlier than 3 weeks may not be met and could result in a breach of your purchase contract**

A. The application is not a guarantee of funding or award of grant. The offer to purchase or the purchase agreement should be contingent upon the availability and commitment of funds by the Homebuyer Assistance Program.



B. Application for the Homebuyer Assistance Program must be made in person **by appointment** at the Grants Management Office, 2<sup>nd</sup> floor of City Hall, 100 N Midwest Boulevard, Midwest City, Oklahoma. Phone: 405/739-1221. Documents may be emailed/faxed to the Grants office in advance for review however this **does not** count as submitting an application.

C. At the time of application, the homebuyer **must** have an **accepted** sales contract and **must** have made loan application.

D. Only complete applications will be reviewed for eligibility. Complete applications include:

- Signed application for all pertinent information
- Income documentation:
  - Income questionnaire
  - three months minimum consecutive pay stubs
  - previous year's income tax return
  - other applicable income documentation
- Signed/executed sales contract
- Lender loan application (1003 – Uniform Residential Loan Application)
- Lender disclosure of estimated closing costs
- Completed Banking Verification form for all checking & savings accounts

E. The Grants Management staff will review the completed application and determine eligibility of applicant(s). The Grants Management staff will obtain affidavits of compliance with the Homebuyer Assistance Program. The Grants Management Department will issue notice of eligibility.

F. Each application deemed eligible will undergo underwriting to ensure the subsidy being received is appropriate. OHFA must review the underwriting and grant approval before closing.

G. A property inspection is required. The property must meet Midwest City's property maintenance code, currently International Property Maintenance Code 2015. A Midwest City property maintenance inspector will contact the listing realtor/seller to schedule an inspection. The listing realtor/seller and buyer should be present for the inspection. The listing realtor/seller will be notified of any deficiencies. Re-inspection will occur after all repairs have been made. Closing cannot take place until the property meets code.

H. Upon loan approval, the lender/settlement agent shall provide a copy of the Closing Disclosures and/or settlement statement to the Grants Management Department. **The closing must be coordinated with the availability of funds through Midwest City's purchase order system.**

I. The homebuyer, mortgage lender, and settlement agent will be notified by the Grants Management Department that a check will be disbursed. The check will be issued to the settlement agent.

J. At closing, the homebuyer will execute the Homebuyer Forgivable Loan, Homebuyer Mortgage, Homebuyer Written Agreement, and Recapture Agreement. All of which the



homebuyer will receive copies of in advance to review and ask questions before signing.

K. After closing and upon availability of documents, the settlement agent will convey a copy of the recorded deed and deferred loan/lien to the Grants Management Department, City of Midwest City, 100 N Midwest Boulevard, Midwest City, OK 73110.

**For information, contact the Grants Management Department, City of Midwest City, 100 N Midwest Boulevard, Midwest City, OK 73110. Phone: (405) 739-1221 or by email at [aesthenson@midwestcityok.org](mailto:aesthenson@midwestcityok.org).**

