



## GWINNETT COUNTY HOMESTRETCH DOWNPAYMENT ASSISTANCE PROGRAM

### Pre-Application

**Updated: June 28, 2019**

Qualifying individuals and families purchasing a home in Gwinnett County may be eligible for the Gwinnett County Homestretch Downpayment Assistance Program. This program is funded by the U.S. Department of Housing and Urban Development (HUD) HOME Investment Partnerships Program (HOME) Grant administered for Gwinnett County by the Gwinnett County Community Development Program.

### HOW CAN THE HOMESTRETCH DOWNPAYMENT ASSISTANCE PROGRAM ASSIST YOU?

The Homestretch Downpayment Assistance Program offers 3.5 % (percent) in downpayment assistance through a 0% interest loan to qualifying first-time homebuyers who purchase affordable homes up to **\$197,000.00** (for previously constructed homes), **\$247,000.00** (new construction homes) in Gwinnett County (Property value limits are set by 95% Median purchase price and are subject to change). The **5-year** deferred payment (no monthly payments are required) Homestretch funds must be used for Downpayment, Title Insurance Purchasing, Closing Cost Assistance, and/or Prepaid Items. No scheduled payments are required on the Homestretch loans during the 5-year loan period. If the homebuyer occupies the home as their principal residence for 5 years following the date of the home purchase, the loan is satisfied and no repayment to Gwinnett County is required.

### WHO IS ELIGIBLE?

Eligible recipients are first-time homebuyers (including homebuyers who have not owned a home in the past three years) that:

- Have a total household income that does not exceed the HUD maximum income limits listed below.
- Are credit-worthy and qualify for a **fixed-rate first mortgage**.
- Have a minimum credit score of at least **640**.
- Complete an **8-hour minimum** pre-purchase Homebuyer Education Workshop provided by any **HUD approved Housing Counseling Agency and receive a Certificate of Completion** [see Page 5 of this package].
- Have less than **43% Debt to income (DTI) ratio** based on the comparison of the homebuyer's income and minimum monthly debt.
- Investors may not apply for the Homestretch Downpayment Assistance Program.

HOUSEHOLD SIZE	MAXIMUM INCOME LIMITS [EFFECTIVE JUNE 28, 2019]
1	\$44,650
2	\$51,000
3	\$57,400
4	\$63,750
5	\$68,850
6	\$73,950
7	\$79,050
8	\$84,150

## **WHAT ARE ELIGIBLE TYPES OF PROPERTIES?**

Eligible types of properties must be in Gwinnett County and must qualify as one of the following:

(1) single family detached homes, (2) townhomes, or (3) condominiums.

The property also must pass a UPCS (Uniform Physical Condition Standards) inspection conducted by a Gwinnett County designated program inspector prior to approving the purchase using HOME funds.

## **WHAT IS THE MAXIMUM PURCHASE PRICE?**

The purchase price of a home receiving Homestretch Downpayment Assistance cannot exceed **\$197,000.00** (for previously constructed/re-sale homes), **\$247,000.00** (new construction homes). However, the amount that each applicant can afford to spend on a home purchase will vary based on household income, mortgage interest rates, and other variables at the time of purchase.

## **HOW DO I APPLY?**

The application process involves the submission of pre-application documents (see below) and a formal Orientation Class. Applicants will not be considered eligible to receive funds until an application has been completed, the annual gross household income has been verified by program staff, and the Certificate of Program Eligibility (COPE) has been received by the applicant.

### **HOMESTRETCH DOWNPAYMENT ASSISTANCE** **PRE-APPLICATION PROCESS**

1. **Complete an Eight Hour (8) Minimum Pre-Purchase Mortgage Counseling class** from a HUD approved housing counseling agency. To submit a Pre-Application you must have completed the class/obtained a Certificate of Class Completion (documenting that the class was 8-hours, minimum). See Page 5 for a link to frequently used HUD-approved housing counseling agencies in Metro Atlanta. ***The certificate from this class is required as part of the pre-application package.***
2. **Meet with a mortgage lender** of your choice. The Gwinnett County Homestretch Program requires a **Pre-Approval Letter** from a mortgage lender showing the designated amount of mortgage and fixed-interest rate terms to be financed. (Home mortgages must be a fixed rate loan with no adjustable components). Also, ask your mortgage lender to provide a **3 bureau full credit report with 3 credit scores**. At least one credit score must be **640** or higher. ***These documents are required as part of the pre-application package.***
3. Complete and sign the attached **Pre-application Checklist** (Page 4 of this package). ***This document is required as part of the pre-application package.***
4. **Email- scan** the following 4 documents **or Fax** the following documents to: **678-518-6071**  
Attention: Homestretch Program please attach all 4 documents to a single email) and send to:  
[homestretch@gwinnettcountry.com](mailto:homestretch@gwinnettcountry.com)
  - (1) **Certificate of Pre-Purchase Education Completion (Minimum 8 hours) from a HUD-Approved Housing Counseling Agency**
  - (2) **Pre-Approval Letter from a Mortgage Lender**
  - (3) **A 3 bureau Full Credit Report with 3 credit scores (At least one score must be 640 or higher)**
  - (4) **Pre-Application Checklist**
  - (5) **Executed Purchase & Sale Agreement (if applicable)**

## HOMESTRETCH DOWNPAYMENT ASSISTANCE FORMAL APPLICATION PROCESS

After a review of the above documents has been performed by the Program Specialist, you will be sent an appointment request form via e-mail with a list of the documents required to complete the formal program application as well as income verification. If other pre-application documents are submitted without an executed contract, Gwinnett County will send an appointment request form to the applicant that must be filled out and returned via email, fax, in person or United State Postal Service.

1. Orientation Class times are scheduled from 9:00 a.m. to 11:30 a.m. and 2:00 p.m. to 3:30 p.m., every other Wednesday and Thursday. *Orientation Classes last about 1:30 hour.*  
*We will notify the homebuyer of the dates for the upcoming Orientation Classes.*

2. Orientation Class Location: Gwinnett County Community Development Program  
One Justice Square  
446 West Crogan St., Suite 275  
Lawrenceville, GA 30046-2439

3. Appointments are scheduled on a first-come, first served basis, while funding is available.

4. Applicants will be notified by e-mail of the required documents to submit prior to the Orientation Class.

- Annual Household Gross Income will be determined by multiplying the average amount of gross pay an individual (over 18) in the household receives over a 2 month period, then projecting that amount of pay out for the upcoming year (multiply by the amount of annual pay periods).
- Total gross income will be combined per household member's ages 18+ for final calculation. Other forms of income (*Social Security, Child Support, Alimony, pension payments, Unemployment, etc.* are included as income)

5. Applicants will not be considered eligible to receive HOME funds until they have submitted all required documentation and completed the required Homestretch program application. Only after the applicant has received their Funding Certificate of Program Eligibility will the applicant be considered eligible to receive funds.

6. Though a Homestretch Applicant has been considered eligible for funds, properties under contract submitted to the Homestretch program will not be considered eligible for funding until the designated Homestretch program inspector inspected and issued a passed report that states that the property has met all program requirements. After the property has passed the program inspection, a funding Certificate of Program Eligibility will be issued and distributed to all involved parties as notification that the funding approval has been completed and the check is being requested.

**Note:** Bankruptcies by applicant (and co-applicant) must have been discharged for at least two years prior to the date of the submission of a formal application. If a bankruptcy discharge has occurred, you will need to submit a copy of the discharge documents.

**GWINNETT COUNTY HOMESTRETCH DOWNPAYMENT ASSISTANCE PROGRAM  
PRE-APPLICATION CHECKLIST**

**\*\*Complete all lines items to continue with the application process\*\***

**APPLICANT NAME(S):** \_\_\_\_\_ *(Please Enter Name(s) As Listed on 1<sup>st</sup> Mortgage Loan)*

<b>DECLARATIONS</b>	<b>Yes</b>	<b>No</b>	<b>Initials</b>
1. I / we are a first time homebuyer(s) or have not owned a home in 3 years.	<input type="checkbox"/>	<input type="checkbox"/>	
2. I / we have been discharged and all debts paid from bankruptcy for at least 2 years. <i>(If you have never filed for bankruptcy, please leave blank, fill in Initials, then proceed to Number 3.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
1. I / we have completed an 8-hour pre-purchase mortgage counseling class conducted by a HUD Approved Housing Counseling Agency. <i>I have attached the class certificate.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
2. I / we have total annual household income ( <b>all persons in our household</b> ) equal to or less than the HUD-designated maximum income limits below.	<input type="checkbox"/>	<input type="checkbox"/>	

**Address of Property under contract:** \_\_\_\_\_

**Please list names for each household member along with corresponding relationship, age, and date of birth:**

Name:	Relation:	Age:	D.o.B.:
Name:	Relation:	Age:	D.o.B.:
Name:	Relation:	Age:	D.o.B.:
Name:	Relation:	Age:	D.o.B.:
Name:	Relation:	Age:	D.o.B.:
Name:	Relation:	Age:	D.o.B.:

<b>Declarations</b>	<b>Response</b>	<b>Initials</b>
5. Number of <b>ALL</b> persons living in your household		
6. Number of persons (age 18 and older) who have any income (wages, social security, unemployment, etc.)		
7. Total yearly household income <b>BEFORE taxes</b> for all persons age 18 and older (combined) in your home	\$	
8. <b>Sources of Household Income:</b> <i>(Please check all that apply to your household)</i> ___ Employment Wages ___ Social Security ___ Pension ___ Alimony/Child Support ___ Unemployment ___ 401k/IRA ___ Stocks/Bonds		

<b>Declarations</b>	<b>Yes</b>	<b>No</b>	<b>Initials</b>
9. I understand that I/we must apply for/receive approval for a loan to purchase a new home from a Mortgage lender; and, if the mortgage loan is not approved by the mortgage lender assistance under the Homestretch Downpayment Assistance Program will not be approved.	<input type="checkbox"/>	<input type="checkbox"/>	
10. I / we have a Loan Commitment Letter from a mortgage lender.	<input type="checkbox"/>	<input type="checkbox"/>	
11. I / we have a 3-bureau <b>Credit Score Report</b> from my mortgage lender and 3 credit scores.	<input type="checkbox"/>	<input type="checkbox"/>	
12. I/we have an executed real estate sales contract to purchase a house in Gwinnett County.	<input type="checkbox"/>	<input type="checkbox"/>	

13. Name of Mortgage Lender (Company/Bank): \_\_\_\_\_

14. Loan Officer Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

15. Realtor Name & Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Applicant Signature</b>	<b>Date</b>
Applicant Name (print)	D/O/B: _____ Age: _____
<b>Co-Applicant Signature</b>	<b>Date</b>
Co-Applicant Name (print)	D/O/B: _____ Age: _____
<b>Current Address (print)</b>	
<b>Email Address (print)</b>	

**Return the signed Pre-application Checklist (This Page) along with:  
Credit Report, Pre-approval letter, Class Certificate and Executed Sale Contract (if applicable)  
Phone: 678-518-6008 E-mail: [homestretch@gwinnettcountry.com](mailto:homestretch@gwinnettcountry.com) Fax: 678-518-6071.**

**ATTENTION FIRST-TIME HOMEBUYERS!**

**\*\*\*First-time Homebuyer Education HUD Approved Requirement\*\*\***

Pre-Purchase Homebuyer Education Workshop Certificate

**(8 HOURS MINIMUM)**

**Gwinnett County HOMEstretch Downpayment Assistance Program is Now Accepting Online Pre-Purchase Homebuyer Education Certificates from:  
\*\*The Georgia Department of Community Affairs Website ONLY\*\*  
[www.ehomeamerica.org/dca](http://www.ehomeamerica.org/dca)**

**Pre-Purchase Homebuyer Workshop Classes Facilitated by Any HUD-Approved Agency.  
(Current List Is On HUD Website Link Below)**

[www.hud.gov](http://www.hud.gov)

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These courses will prepare you to make an informed choice when you purchase a home.

**Be an Informed Homebuyer - Enroll Today!**

COURSE HIGHLIGHTS INCLUDE:

- Understanding Home Mortgages and Underwriting Criteria
- Planning for Homeownership Responsibilities
- Evaluating Your Ability to Afford a Home
- Presentations by Housing Professionals
- Types of Financing Available
- Down Payment Assistance
- Budgeting and Credit
- Avoiding Default

**[Click the link below for a Listing of HUD Approved Housing Counseling Agencies in Georgia]**

<http://www.hud.gov/offices/hsg/sfh/hcc/hcs.cfm?webListAction=search&searchstate=GA>

Organization	Telephone	Website
Georgia Department of Community Affairs	404-982-3505	<a href="http://www.ehomeamerica.org/dca">www.ehomeamerica.org/dca</a> <b>ONLINE Per-Purchase Homebuyer Education</b>
Center for Pan Asian Community Services	770-936-0969	<a href="http://www.cpacs.org">www.cpacs.org</a>
Clearpoint Credit Counseling Solutions	800-251-2227	<a href="http://www.clearpointcreditcounselingsolutions.org/">http://www.clearpointcreditcounselingsolutions.org/</a>
Catholic Charities Atlanta	678-682-0243	<a href="http://www.catholiccharitiesatlanta.org">www.catholiccharitiesatlanta.org</a>
D&E Financial Education & Training Institute	770-961-6900	<a href="http://www.depover.org">www.depover.org</a>
Home Development Resources, Gainesville, GA	770-297-1800	<a href="http://www.homedevlopermentresources.org">www.homedevlopermentresources.org</a>
Urban League of Greater Atlanta	404-659-1150	<a href="http://www.ulgatl.org">www.ulgatl.org</a>
DeKalb Metro Housing Counseling Center	404-508-0922	<a href="http://www.dekalbmetrohousing.org">www.dekalbmetrohousing.org</a>
Athens Land Trust, Inc.	706-613-0122	<a href="http://www.athenslandtrust.org">www.athenslandtrust.org</a>

**A Selection of HUD-Approved Counseling Agencies in the Atlanta Metropolitan Area is provided for Your Convenience – This Listing Does Not Constitute an Endorsement of Any Specific Organization and our program will accept certification from any HUD approved housing counseling agency.**