



Alternative formats of this information are available and assistance will be provided by contacting the Human Resources Department at (559) 661-5401.

For Deaf or Hard of Hearing: Cal 1-800-735-2929 or 1-866-735-2922 TTY

Dear Applicant:

Thank you for your interest in the First-Time Homebuyer Program administered by the City of Madera. Attached you will find an application package and information concerning the First-Time Homebuyer loan process.

The City of Madera will provide applications on request and will assist first time homebuyers with downpayment assistance funds until such time as all grant funds are committed. In order to expedite the process, we ask that you use the following checklist before submitting your first time homebuyer application to insure that your application package is complete.

### **REQUIRED INFORMATION**

**FIRST TIME HOMEBUYER APPLICATION** must be printed in ink. Be sure to complete all sections, even if you must insert "N/A" for "not applicable", and remember to sign the application.

**LOAN SOURCE INFORMATION** is required by sending out verifications to third parties; be sure to furnish complete addressees and zip codes for mailing.

**MISCELLANEOUS INCOME** other than employment; please provide verification. Examples include court ordered award letters and benefit calculations for the past twice months.

**ASSETS** include all checking and saving account information for verification and any other accounts or holding that have monetary value. Please provide the most recent statement on each account.

**FEDERAL TAX RETURNS & W2'S** are required for the past three (3) years. They must be signed AND INCLUDE ALL SCHEDULES. If self-employed, a year-to-date Profit and Loss Statement signed by both the applicant and the preparer is required. If you were not required to file a federal tax return, please complete the income affidavit.

**CURRENT RENT RECEIPTS** and utility bill.

**CREDIT INFORMATION DISCLOSURE AUTHORIZATION & FAIR LENDING NOTICE** needs to be signed by both borrower and co- borrower. The extra copy of the Fair Lending Notice is to be retained by the borrower.

**DECLARATIONS** circle "YES" or "NO". Any "YES" answers need a written explanation from the borrower or co-borrower with the exception of citizenship and primary residence questions. Please provide proof of your ability to provide at the close of escrow an amount of money equivalent to one month of your family's annual income toward the purchase of your prospective home from savings statement, gift letter from a relative, or other means. Please note that the one month equivalent of your family's annual income is your family contribution and cannot be a loan.

**LIABILITIES** list all open accounts. Do not include utilities or closed accounts.

Your eligibility will be determined based on your completed application and accompanying information. If you need assistance completing the application, please contact one of the following persons: Mercedes P. Bravo, Interim Grants Specialist: 661-3689 or Jorge Rojas, Program Manager -Grants: 661-3693.

Sincerely,

*Jorge A Rojas*

Jorge Rojas  
Program Manager-Grants