



# Homebuyer's Assistance Program

City of Muskegon - Community & Neighborhood Services

## **Application Checklist:**

- Complete Application
- Signed income tax return for previous year (No electronic signatures or PINs)
- Release of Information Form
- Completed Budget Worksheet
- Lender Pre-Approval letter

## **For All Household Members 18+ Provide:**

- Last 2 months of bank statements
- Last 2 months of paystubs/income statements/letters/retirement statements
- Driver Licenses or IDs

City of Muskegon  
Community & Neighborhood Services  
933 Terrace Street  
Muskegon, MI 49440  
Phone: (231) 724-6717  
Fax: (231) 726-2501  
Email: CNSMail@shorelinecity.com

[www.muskegon-mi.gov/community-and-neighborhood-services](http://www.muskegon-mi.gov/community-and-neighborhood-services)

## **WHO QUALIFIES?**

Eligible households at or below 80% of Area Median Income seeking to purchase a home in the City of Muskegon. Borrower must meet underwriting guidelines and income requirements.

## **HOW MUCH ASSISTANCE IS PROVIDED?**

\$1,000-\$14,999 to help with closing costs, down payment, inspections & prepaid expenses.

## **HOW IS ASSISTANCE PROVIDED?**

A payment is made directly to the title company. A five-year non-diminishing lien will be placed on the property at closing, after five years, the lien is forgiven.

## **APPLICANT MUST...**

- Be able to obtain a mortgage from a lending institution
- Income qualify with entire household's income considered, and all income sources
- Complete an in person Homebuyer's Education Course from a HUD certified provider
- Choose a property listed for sale through MLS or landlord in the City of Muskegon with a purchase price below \$182,000, that meets program property standards
- Maintain property as primary residence for a minimum of 5 years





City of Muskegon —Community and Neighborhood Services

**Homebuyer’s Assistance Program Application**

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

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

Phone Number: \_\_\_\_\_ Marital Status: \_\_\_\_\_

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

Are you a first-time homebuyer?  Yes  No

Are you coming from subsidized housing (Section 8, HCV, Rental Assistance)?  Yes  No

Please list all members of your household below:

Name	Relationship to Applicant	Date of Birth	Sex	Legally Disabled?	Race	Hispanic or Latino?
	Self					

Race Categories: (AI/AN) American Indian or Alaska Native (A) Asian (B) Black or African American (N) Native Hawaiian or Pacific Islander (W) White (O) Other

**Supporting Documentation**

Have you included all of the documents from the checklist on the reverse side?  Yes  No

Have you included all income documentation for every household member?  Yes  No

(If no, your application cannot be processed until all documents are received)

**Income Limits**

Household Size	1	2	3	4	5	6	7
Maximum Income	\$42,400	\$48,450	\$54,500	\$60,550	\$65,400	\$70,250	\$79,950

By signing below you certify that the information provided is true and accurate. You authorize the City of Muskegon to request any additional information needed for verification. Failure to give complete and accurate information will disqualify your application and remove you from any waiting list where applicable. You agree to adhere the property standards, limits, and conditions of the program contained in program policy.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit completed application and supporting documentation to: Community and Neighborhood Services  
 933 Terrace Street, Muskegon, MI 49440  
 www.muskegon-mi.gov Phone: (231) 724-6717 Fax: (231) 726-2501 Email: CNSMail@shorelinecity.com

## Homebuyer's Assistance Program - Budget Worksheet

Use this worksheet by documenting your debt, income, and expense amounts in the related row. Be sure to provide an explanation for any items listed under "Other" categories.

<b>Gross Monthly Income (Pre-Tax)</b>	
Borrower 1	\$
Borrower 2	\$
Child Support (you receive)	\$

<b>Debts (Monthly Payments)</b>	
Current Housing Expense	\$
Car Payment/Lease	\$
Child Support (you pay)	\$
Student Loans	\$
Credit Cards	\$
Home Equity Loan/Line of Credit	\$
Other Real Estate Owned	\$
Other (including co-signed loans)	\$

<b>Other Expenses/Debts not Listed</b>	
	\$
	\$
	\$

<b>Additional Monthly Expenses</b>	
Phone/Cable/Internet	\$
Gas	\$
Electric	\$
Water/Sewer	\$
Groceries	\$
Dining	\$
Fuel	\$
Car Maintenance	\$
Auto Insurance	\$
Health/Medical Insurance	\$
Life Insurance	\$
Medical/Dental/Vision	\$
Clothing	\$
Child Care	\$
Recreation/Vacation	\$
Entertainment	\$
Personal Expenses	\$
Miscellaneous	\$

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

\_\_\_\_\_  
Date

**City of Muskegon – Community and Neighborhood Services**

**Authorization to Release Information**

**Homebuyer’s Assistance Program**

The undersigned authorizes the City of Muskegon Community and Neighborhood Services Department staff and/or their representative(s) to contact any agencies, offices, groups, organizations, lenders, or employers to obtain any information or materials deemed necessary to complete my application for the Homebuyer’s Assistance Program.

This authorization expires one year from the date signed unless otherwise stipulated in writing.

Printed Name of Borrower: \_\_\_\_\_

Borrower’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Second Borrower if Applicable:

Printed Name of Co-Borrower: \_\_\_\_\_

Co-Borrower’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

