

# CITY OF DELTONA

## RESERVATION OF FUNDS NOTICE

**(IMPORTANT: Please print out attachment for SHIP compliance)**

To:

Attention:

Date:

Applicant Name:

Property Address:

The City of Deltona has approved the above referenced applicant for the SHIP Housing Purchase Assistance Program in the amount of **\$40,000** for the purchase of a new or existing home.

An additional \$10,000 is available for repairs when deemed necessary by a home inspection.

*The SHIP Program provides a deferred payment loan, zero percent interest for 30 years. When combined with FHFC, the SHIP loan will be a deferred payment 3<sup>rd</sup> Mortgage, 0% interest for 30 years.*

*The actual amount of SHIP funding received is based upon the "maximum" amount of 1<sup>st</sup> Mortgage Financing and the cost of home repairs.*

The SHIP Program will review and approve the executed sales contract and the Applicant will order a Home Inspection by a licensed Home Inspector of their choice.

The buyer will be responsible for obtaining estimates for all failed items stated in the Home Inspection. Upon receipt of all applicable estimates, the Lender will be notified of the program the applicant qualified under, the cost of required repairs, and the amount of remaining funds that are available for down payment and closing costs.

**IMPORTANT NOTE:** The SHIP program must receive the following documents **immediately** in order to request a check for closing:

\_\_\_ Preliminary HUD 1 [Must show SHIP Funds on Statement]\*\*

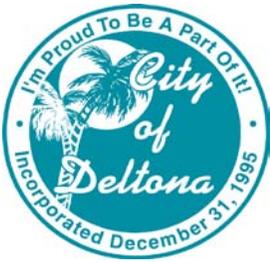
\_\_\_ Sales Contract - Sales price may not exceed \$237,031.

\_\_\_ Lender Letter (**attached to this email and to be completed and returned to our office**)

\_\_\_ Closing/Title Agent contact information: \_\_\_\_\_

\_\_\_ Closing date: \_\_\_\_\_ Closing Time: \_\_\_\_\_

**\*\*Please note that it takes approximately 30 days to process the funding check, therefore, failure to submit the Preliminary HUD 1 Settlement Statement in a timely manner may result in the closing date being delayed.**



# CITY OF DELTONA

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## **ITEMS NEEDED BEFORE CLOSING:**

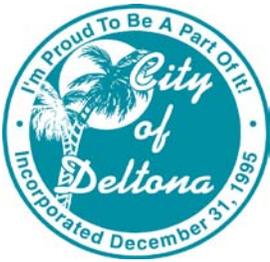
- \_\_\_ Lender/Broker Contract and Participation Agreement (**return to our office**)
- \_\_\_ Loan Commitment
- \_\_\_ Lender Certification Form - Debt to income ratios are: Front End Max =30% Back End Max = 45%. (**return to our office**)
- \_\_\_ Interest Rate and term of loan (Rate may not exceed 2 points above the current 60-day FNMA par pricing and the loan term is a 30 year fixed rate only)
- \_\_\_ HQS Home Inspection (Ordered by Applicant, Paid by Applicant (POC))
- \_\_\_ Estimates for repair listed by on the HQS Inspection Report  
(Buyer to provide 3 written estimates for each repair noted on the HQS)
- \_\_\_ Appraisal – either mail to: Community Development Coordinator, City of Deltona, Housing & Community Development Division, 2345 Providence Boulevard, Deltona, Florida or email to: [kroberts@deltonafl.gov](mailto:kroberts@deltonafl.gov) or [dparent@deltonafl.gov](mailto:dparent@deltonafl.gov) or [ajoslin@deltonafl.gov](mailto:ajoslin@deltonafl.gov). Faxed copies are not acceptable.
- \_\_\_ Title Commitment
- \_\_\_ Copy of 1<sup>st</sup> Mortgage/ Note (For approval by SHIP)
- \_\_\_ Copy of 1<sup>st</sup> Payment Letter or proof of payment including PITI
- \_\_\_ Certificate of Homeownership & Maintenance Class
- \_\_\_ Final HUD1 – Upon receipt, no other changes can be made without SHIP approval.
- \_\_\_ Sales Contract Extension (if applicable)

## **ITEMS TO REMEMBER:**

- Purchase Price May Not Exceed the Appraised Value of the Home
- No Cash Back To Borrower
- No Prepayment Penalty
- Loan origination and Broker fees **may not exceed 2%** of the sales price

**NOTE:** Upon receipt of all documents listed above, the SHIP Program Representative will contact the Closing Agent/Title Company. The Closing Agent/Title Company will send a courier to the City of Deltona, Department of Development Services, the Division of Housing & Community Development, located at 2345 Providence Boulevard, Deltona, FL 32725, to sign and pick up the funding check and SHIP closing documents.

For clarification or further information, please contact the Housing and Community Development Division at 386-878-8617.



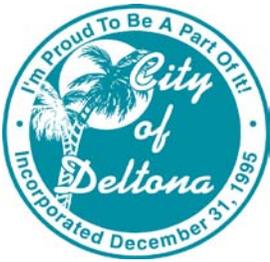
# CITY OF DELTONA

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## LENDER GUIDELINES

- Sales Contract - Sales price may not exceed **\$237,031**.
- Pre-Approval Letter. Applicant must be credit ready and have sufficient income for first mortgage financing.
- Contract/Lender Participation Agreement. (Form Letter Required)
- Property Appraisal **Do not fax** Please Mail or E-mail to: [kroberts@deltonafl.gov](mailto:kroberts@deltonafl.gov) or [dparent@deltonafl.gov](mailto:dparent@deltonafl.gov) or [ajoslin@deltonafl.gov](mailto:ajoslin@deltonafl.gov)
- The purchase price may not exceed the appraised value of the home.
- Debt-To-Income Ratio is 30% – 45%. (Lender Certification Form Required)
- First Mortgages shall be at a fixed rate. **The rate may not exceed 2 points** above the current 60-day FNMA par pricing.
- The term of the loan shall be 30 year fixed (or in hardship a 40 year fixed rate).
- Loan origination and Broker fees combined may not exceed 2% of the sales price.
- Title Commitment – Title search must indicate clear title.
- Preliminary HUD 1 (Must show SHIP Funds on Statement)
- Copy of 1<sup>st</sup> Mortgage/ Note (**For approval by SHIP**)
- Final HUD1 – Upon receipt, no other changes can be made without SHIP approval
- No Cash Back To Borrower on the HUD-1 Settlement Statement
- No Prepayment Penalties to the borrowers.
- Applicant must attend a First Time Homebuyer Education Class.
- Home Quality Standards Inspection must be conducted at client's expense.

**NOTE:** *It takes approximately 30 days to process the funding check; therefore, failure to submit documents in a timely manner may result in the closing date being delayed. SHIP closing documents and check available two working days after receipt and approval of final HUD.*



# CITY OF DELTONA

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## LENDER CERTIFICATION

In accordance with the City of Deltona's Affordable Housing goals, objectives, and threshold requirements, we, the primary mortgage lender, hereby acknowledge and certify the following:

The City of Deltona Purchase Assistance Program is to provide "gap" financing for eligible households. All households are required to apply for the MAXIMUM mortgage for which they are eligible. Purchase Assistance funds are to be used solely to fill in the "gap" and cannot be used for temporary buy downs. Therefore, this household has applied for and received the MAXIMUM mortgage for which they are eligible to obtain at this time under our present underwriting guidelines.

Only fixed rate mortgages will be approved by the City of Deltona's designated SHIP Administrator. The authorized official certifies that this is not an adjustable rate mortgage.

Is a co-signer being used on this mortgage?                      Yes                       No

If yes, provide co-signers name to the City of Deltona's designated SHIP Administrator in time for it to be added to the note.

Applicant Name(s): \_\_\_\_\_

### Maximum Ratios

The front-end ratio for this loan is \_\_\_\_\_ 30%

The back-end ratio for this loan is \_\_\_\_\_ 45%

The undersigned certifies that the above information is a representation of fact upon which reliance is to be placed to proceed with this process.

\_\_\_\_\_  
Authorized Official Signature

\_\_\_\_\_  
Date

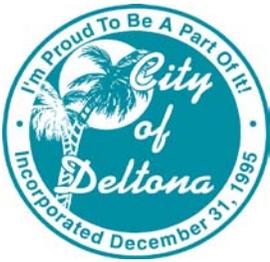
\_\_\_\_\_  
Name and  
Title (Typed or Printed)

**If the terms and/or conditions of the first mortgage change anytime prior to the actual closing, the City of Deltona's designated SHIP Administrator is to be notified immediately for their approval of the change(s).**

\_\_\_\_\_  
Name of  
Lending Institution

When the first mortgage is approved with the borrower's ratios falling above the suggested maximum allowable ratios listed above, a written explanation is required as to the reason for an approval with ratios above the suggested maximum limits:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# CITY OF DELTONA

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***PROGRAM YEAR 2009-2010***

***SHIP PROGRAM***

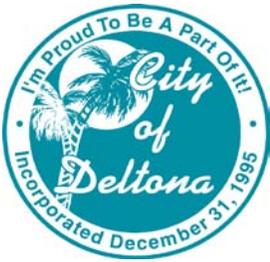
***LENDER PARTICIPATION PACKAGE***

Adele Joslin, Community Development Specialist, 386-878-8619  
(Housing Rehabilitation Program & First Time Homebuyer Program)

Dawna Parent Phillips, Financial Analyst, 386-878-8615  
(First Time Homebuyer Program)

Karen Roberts, Community Development Administrative Assistant, 386-878-8619  
(Housing Rehabilitation Program & First Time Homebuyer Program)

Housing & Community Development a Division of Planning & Development Services  
2345 Providence Boulevard, Deltona, Florida 32725  
(386) 878-8617 • Fax (386) 878-8621  
Webpage: [www.deltonafl.gov](http://www.deltonafl.gov)



# CITY OF DELTONA

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## LENDER/BROKER CONTACT & PARTICIPATION AGREEMENT

### Must Place on Your Company Letterhead

Date

Deltona SHIP Program  
2345 Providence Blvd.  
Deltona, FL 32725

Re: Applicant's Name

Dear Deltona SHIP Program:

The aforementioned client is mortgage-ready and has been approved for the following loan contingent upon assistance from the City of Deltona's first time homebuyer program and first mortgage underwriting approval:

#### First Mortgage Loan Information:

- Lender/Broker Name
- Sales Purchase Price
- Property Address
- Principal \$ \_\_\_\_\_
- Interest Rate \_\_\_\_\_ %
- 30 or 40 Year Fixed Rate Loan (No ARM or Interest Only loans allowed)
- No Cash back to Buyer at closing
- No Prepayment Penalty

#### The Closing Agent Information is as follows:

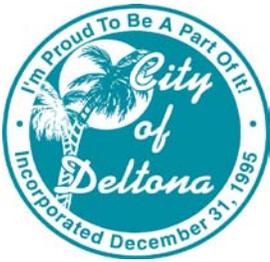
- Closing Agent
- Contact Person
- Contact Information (Including Address, Telephone number, Fax and Email address)
- Projected date of closing

This letter acknowledges that I have read, fully understand and will comply with all of the Lender Guidelines for the Deltona SHIP Purchase Assistance Program. Additionally, I fully understand that a Preliminary HUD with the amount of SHIP funds needed to close will be forwarded by the closing agent 30-days prior to closing and failure to follow these instructions may result in funds not being available the day of closing.

Sincerely,

Mortgage Lender/Broker

Housing & Community Development a Division of Planning & Development Services  
2345 Providence Boulevard, Deltona, Florida 32725  
(386) 878-8617 • Fax (386) 878-8621  
Webpage: [www.deltonafl.gov](http://www.deltonafl.gov)



# CITY OF DELTONA

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## SHIP PURCHASE ASSISTANCE PROGRAM

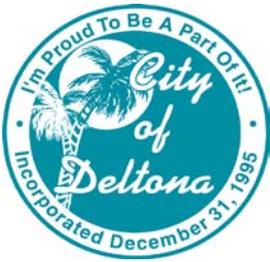
### ADDITIONAL PROGRAM REQUIREMENTS

Applicants must be credit-ready and have sufficient income for First Mortgage financing

A Home Quality Standards (HQS) Inspection must be conducted at the client's expense

SHIP requires all repairs listed on the HQS Inspection to be repaired prior to closing by the Seller or offers up to \$10,000 for repairs to be completed after closing through the Deltona SHIP Program

Applicants must attend a First Time Homebuyer Education Counseling Course



# CITY OF DELTONA

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## SHIP PURCHASE ASSISTANCE PROGRAM

### CHECK REQUEST & CLOSING AGENT INSTRUCTIONS

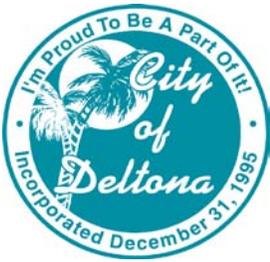
#### CHECK REQUEST

Submissions of the following documents are required (**no exceptions**):

- Current Executed Sales Contract
- Lender Contract Information Letter/Participation Agreement (must include estimated closing date)
- Preliminary HUD1 (must be labeled Deltona SHIP Funds and show the amount of the requested funding)

#### CLOSING AGENT

- Provide Pre-HUD (necessary to order funding check – *minimum 30-days prior to closing*). Must show SHIP funds on HUD1 Settlement Statement
- Final HUD (two working days prior to closing) for approval by SHIP Administration
- First Mortgage and Note (approved by SHIP personnel) prior to release of funding check
- Agent shall send a courier to pick-up the SHIP check and closing documents. No other agent is authorized



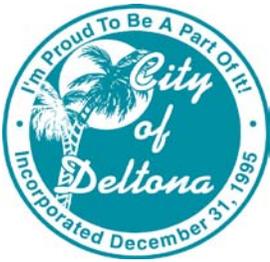
# CITY OF DELTONA

OMB NO. 2502-0265

<b>A. U.S. DEPARTMENT OF HOUSING &amp; URBAN DEVELOPMENT SETTLEMENT STATEMENT</b>		<b>B. TYPE OF LOAN:</b> 1. <input type="checkbox"/> FHA    2. <input type="checkbox"/> FmHA    3. <input checked="" type="checkbox"/> CONV. UNINS.    4. <input type="checkbox"/> VA    5. <input type="checkbox"/> CONV. INS.				
		6. FILE NUMBER: SAMPLE		7. LOAN NUMBER:		
		8. MORTGAGE INS CASE NUMBER:				
<b>C. NOTE:</b> This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "POC" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.						
<b>D. NAME AND ADDRESS OF BUYER:</b>		<b>E. NAME AND ADDRESS OF SELLER:</b>		<b>F. NAME AND ADDRESS OF LENDER:</b>		
<b>G. PROPERTY LOCATION:</b>		<b>H. SETTLEMENT AGENT:</b> PLACE OF SETTLEMENT		<b>I. SETTLEMENT DATE:</b>		
<b>J. SUMMARY OF BUYER'S TRANSACTION</b>				<b>K. SUMMARY OF SELLER'S TRANSACTION</b>		
<b>100. GROSS AMOUNT DUE FROM BUYER:</b>				<b>400. GROSS AMOUNT DUE TO SELLER:</b>		
101. Contract Sales Price				401. Contract Sales Price		
102. Personal Property				402. Personal Property		
103. Settlement Charges to Buyer (Line 1400)				403.		
104.				404.		
105.				405.		
Adjustments For Items Paid By Seller in advance				Adjustments For Items Paid By Seller in advance		
106. City/Town Taxes to				406. City/Town Taxes to		
107. County Taxes to				407. County Taxes to		
108. Assessments to				408. Assessments to		
109.				409.		
110.				410.		
111.				411.		
112.				412.		
<b>120. GROSS AMOUNT DUE FROM BUYER</b>				<b>420. GROSS AMOUNT DUE TO SELLER</b>		
<b>200. CASH AT SETTLEMENT FROM BUYER:</b>				<b>600. REDUCTIONS IN AMOUNT DUE TO SELLER:</b>		
201. Existing loan(s) taken subject to				601. Existing loan(s) taken subject to		
202. Principal amount of loan(s)				602. Settlement Charges to Seller (Line 1400)		
203. Existing loan(s) taken subject to				603. Existing loan(s) taken subject to		
204. DELTONA SHIP \$ 40,000				604. Payoff of first Mortgage		
205.				605. Payoff of second Mortgage		
206.				506.		
207.				507.		
208.				508.		
209.				509.		
Adjustments For Items Unpaid By Seller				Adjustments For Items Unpaid By Seller		
210. City/Town Taxes to				510. City/Town Taxes to		
211. County Taxes to				511. County Taxes to		
212. Assessments to				512. Assessments to		
213.				513.		
214.				514.		
215.				515.		
216.				516.		
217.				517.		
218.				518.		
219.				519.		
<b>220. TOTAL PAID BY/FOR BUYER</b>				<b>520. TOTAL REDUCTIONS IN AMOUNT DUE TO SELLER</b>		
<b>300. CASH AT SETTLEMENT FROM/TO BUYER:</b>				<b>600. CASH AT SETTLEMENT FROM/TO SELLER:</b>		
301. Gross Amount Due From Buyer (Line 120)				601. Gross Amount Due To Seller (Line 420)		
302. Less Amount Paid By/For Buyer (Line 220)				602. CASH ( FROM ) ( TO ) BUYER		
303. CASH ( FROM ) ( TO ) BUYER 0.00				603. CASH ( FROM ) ( TO ) SELLER 0.00		

The undersigned hereby acknowledge receipt of a completed copy of pages 1&2 of this statement of settlement costs. The undersigned hereby acknowledge receipt of this document for the

**Preliminary HUD must show SHIP funds in order to order a funding check. This is a 30 day process upon receipt of this document for the**



# CITY OF DELTONA

L. Settlement Charges					
<b>700. Total Sales/Broker's Commission based on price \$</b>				⊖	% =
Division of Commission (line 700) as follows:					
701. \$	to			Paid From	Paid From
702. \$	to			Escrowers	Seller's
703. Commission paid at Settlement					Funds at
704.					Funds at
<b>800. Items Payable in Connection With Loan</b>					
801. Loan Origination Fee		%			
802. Loan Discount		%			
803. Appraisal Fee		to			
804. Credit Report		to			
805. Lender's Inspection Fee					
806. Mortgage Insurance Application Fee to					
807. Assumption Fee					
808.					
809.					
810.					
811.					
<b>900. Items Required By Lender To Be Paid In Advance</b>					
901. Interest from	to	⊖ \$	/day		
902. Mortgage Insurance Premium for			months to		
903. Hazard insurance Premium for			years to		
904.			years to		
905.					
<b>1000. Reserves Deposited With Lender</b>					
1001. Hazard insurance	months ⊖ \$		per month		
1002. Mortgage insurance	months ⊖ \$		per month		
1003. City property taxes	months ⊖ \$		per month		
1004. County property taxes	months ⊖ \$		per month		
1005. Annual assessments	months ⊖ \$		per month		
1006.	months ⊖ \$		per month		
1007.	months ⊖ \$		per month		
1008.	months ⊖ \$		per month		
<b>1100. Title Charges</b>					
1101. Settlement or closing fee	to				
1102. Abstract or title search	to				
1103. Title examination	to				
1104. Title insurance binder	to				
1105. Document preparation	to				
1106. Notary fees	to				
1107. Attorney's fees	to				
(includes above items numbers: )					
1108. Title insurance	to				
(includes above items numbers: )					
1109. Lender's coverage	\$				
1110. Owner's coverage	\$				
1111.					
1112.					
1113.					
<b>1200. Government Recording and Transfer Charges</b>					
1201. Recording fees: Deed \$		; Mortgage \$		; Releases \$	
1202. City/county tax/stamps: Deed \$		; Mortgage \$			
1203. State tax/stamps: Deed \$		; Mortgage \$			
1204.					
1205.					
<b>1300. Additional Settlement Charges</b>					
1301. Survey	to				
1302. Pest inspection to					
1303.					
1304.					
1305.					
<b>1400. Total Settlement Charges (enter on lines 103, Section J and 502, Section K)</b>					