



CITY OF MIRAMAR

SHIP/HOME GUIDELINES

1. The principal reduction mortgage amount is based upon the purchase price of the desired property, however; the down payment/closing cost and purchase assistance provided by the city will not exceed A maximum deferred payment loan up to \$50,000; \$60,000; or \$70,000, depending on income category & funding availability (Miramar) VERY-LOW-, LOW- and MODERATE-INCOME applicant(s).
2. The principal reduction mortgage will be in the form of a zero percent interest second position deferred payment loan. The full amount of the second mortgage will be forgiven if the homeowner meets all the SHIP, HOME requirements including occupying the dwelling purchased for the period specified in the mortgage and promissory note as their primary residence.
3. Applicant(s) Income/Debt Ratios should be 38% / 46% FHA maximum (no exceptions).
4. Origination/Discount/Administrative Fees: 2.0% maximum (no exceptions).
5. Appraisal and Credit Report Fees: To not exceed \$600.00 maximum. Due at time of lender application, credit at closing.
6. Closing Costs: Up to a maximum 5-6% purchase price, including origination and others but does not include pre-paid items. (Buyer – can be a gift as well as SHIP /HOME funds. Gift must be sourced with backup documentation. Seller concession is also allowed up to Six (6%).
7. Terms: 30 years Fully Amortizing Mortgage, (No Prepayment Penalty). Balloon Mortgages are not acceptable. Sub-Prime or Adjustable-Rate loans are not permitted under SHIP /HOME Program.
8. Purchase Price: Must not exceed the maximum price established for Broward County annually.
9. Co-Borrower(s) – (non-occupying): Not permitted under SHIP & HOME Program
10. Down Payment: In all cases, buyer must contribute a minimum 1% (One Percent) of purchase contract price of their own funds toward the transaction.

11. Assumable: NO! EXCEPTIONS May apply where applicable.(Inquire)
12. Flex Dollars: Include Flex Dollars in the calculation of Annual Income for mortgage qualification. Flex Dollars are an employer's contribution for benefits for benefit-eligible employees. Flex Dollars are fully taxable to the employee as additional earnings in the same manner as overtime or pay for time not worked.
Commissions – Two (2) years and average 24 months. **Self-Employment** – Two (2) years. If less, then must have One (1) year previous experience in same line of work. Documentation – request One (1) year minimum reported cycle of income.
13. Credit: Borrower(s) credit history should conform to the lender guidelines.
14. Documentation: Lender Application (1003) (1008) and Executed Purchase Contract to be sent to Community Revitalization Affiliates, Inc immediately upon receipt. Prior to closing, final lender documents and additional forms are required from lender to Community Revitalization Affiliates, Inc.
15. Inspection(s): Full property inspection required including Pest Inspection (Termite/WDO) and Roof Inspection. No exception.
16. Maximum Assistance: A maximum deferred payment loan is applied towards the closing costs, first mortgage reduction, and/or down payment assistance for the purchase of eligible owner-occupied housing.
17. Refinance Subordination Restrictions: Rate/Term ONLY. No Cash Out Allowed. Home must have evidence of Homestead Exemption. All other instance of refinance triggers repayment.
18. Lien Position: Lender – First Lien position and City – Second Lien position.
19. Escrow: Required for taxes, all insurance(s) (hazard, flood – if property in a flood zone, windstorm). The exception is Master Policy for condominium.
20. Alternate Income Sources: Disability payment, social security, pension, alimony, child support-follow standard Fannie Mae guidelines and documents, i.e., 1-year history and minimum 3 years remaining term.
21. Employment / Income: **Full Time** – verify last 24 months. Less is acceptable if one (1) year prior experience in same line of work. **Part Time** – must be with present part-time employer MINIMUM one (1) year. **Seasonal Part Time** – if one (1) year history and verification state “likely will continue”, then will average over one (1) year plus year-to-date. **Overtime** – If one (1) year history with verification of likely to continue, the average over one (1) year plus year-to-date.

PLEASE NOTE THAT THE “LENDER FINANCING GUIDELINES” MAY BE CHANGED AT ANY TIME AT THE DISCRETION OF THE CITY OF MIRAMAR.

Acknowledgment of Receipt by “Corporate” Lending Institution:

PRINT NAME/YOUR TITLE

DATE

SIGNATURE

DATE