



*CATHOLICS FOR HOUSING, INC. (CFH)
CFH NoVA DPA
APPLICANT PROGRAM GUIDELINES
JANUARY 2017*

Eligibility:

- Must be first-time homebuyer
 - Never owned a home before, or
 - Have had no ownership interest in real estate in the last 3 years
- Total Gross Household Income cannot exceed 80% of the area median income, adjusted for family size, as defined by HUD (See Page 2)
- Household income includes all of the following
 - Wages, salaries, tips, etc.
 - Business income
 - Interest & dividend income
 - Retirement and insurance income
 - Unemployment & disability income
 - Welfare Assistance, alimony, child support & gift income
 - Armed forces income
- Cash assets cannot be greater than 10% of the sales price of the home

Requirements:

- Must complete the CFH application document and submit all documents completed and signed if necessary
- Must participate in CFH homeownership counseling
- Must complete a HUD-certified Homebuyer Education Class
- Must possess a signed purchase offer for a property that is a turn-key property
- Must provide an Earnest Money Deposit equal to 1% of sales price
 - Cannot be less than \$500
- Must have a home inspection completed
- Cannot receive any cash at closing (Buyer may not receive cash back at closing)
- Must sign a Homebuyer Agreement
- Must sign a Promissory Note
- Must sign a Second Deed of Trust
- Loan cannot exceed 95% LTV (Loan to Value)
- Must meet mortgage/lender requirements
- Must have an FHA appraisal
- Property must be owner occupied (principal place of residence) for entire amount of Affordability Period
 - Failure to occupy property will result in State recouping total amount of assistance
 - If owner occupied throughout Affordability Period, Second Trust (Down Payment Assistance) is forgiven

- Affordability Period is based on the amount of assistance (See Below)

Property requirements

- Property must be 1 unit
- Duplex units are eligible if one unit is buyer occupied
- Single Family Detached unit
- Town Home
- Condo
- Manufactured units
- Must meet Virginia Housing Program Standards (HQS + VA Pre-Post)

Recapture of funds

- Funds equal to the amount of assistance received or the balance of the assistance not repaid will be recaptured if any of the following events occur during the affordability period:
 - Property is re-financed
 - Property is sold
 - Foregivable second trust is assumed by another person
 - Property is no longer the principal place of residence
 - Property cannot be leased or rented to another person
 - Property cannot be renovated to reduce the number of bedrooms
 - Threatened or actual breach of covenants
- Covenants remain in effect during the affordability period

Process

- CFH will begin processing as soon as the Application Package is received.
- CFH will complete processing when the applicant provides all the additional documents

Affordability Period:

Amount of Assistance	Affordability Period
Up to \$14,999	Five (5) Years
Between \$15,000 and \$40,000	Ten (10) Years
Over \$40,000	Fifteen (15) years

Current (April 2017) Income Eligibility for CFH NoVA DPA *(updated with HUD's most recent figures):*

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$52,550	\$60,050	\$67,550	\$75,050	\$81,100	\$87,100	\$93,100	\$99,100

