



**First Time Homebuyer DPA Loan Program
DPA Reservation Cover Page**
(To be completed by Loan Officer/Processor)

From: Lender _____

Loan Officer _____ Email _____

Processor _____ Email _____

Phone: _____

Property Purchase Price: \$ _____

1st Mortgage Amount: \$ _____

Please reserve DPA Loan funds for the following buyer(s):

Buyer's Name(s): _____

Property Address: _____

Year Built: _____

Closing Date: _____

Borrowers Minimum Required Cash Investment (Minimum Investment \$1,000)

Purchase Price	\$ _____
Closing Costs	\$ _____
Total Due	\$ _____

Minus:

1 st Mortgage	\$ _____
Seller Paid	\$ _____
DPA Loan	\$ _____
Other Assistance (if applicable)	\$ _____

Actual to be paid by borrower \$ _____ (must \$1,000 or greater)

Note: Borrowers may receive cash back from the transaction at closing, only to reimburse prepaid items.

The following are included with this reservation page:

- DPA Loan Application (pages 1-7)**
- MCC Election Confirmation Form**
- Copy of the fully executed Purchase Agreement**

Additional documentation must be submitted prior to closing. These items are listed on the Dakota County CDA FTHB DPA Loan File Checklist. Refer to the checklist for requirements: <http://www.ehousing.cc/dakota15.html>.

Questions can be directed to Shari Larson at slarson@dakotacda.state.mn.us or 651-675-4472



**Dakota County Community Development Agency
Application for Down Payment Assistance (DPA) Loan – Buyer Information**

The DPA Loan is a zero interest deferred loan that must be repaid when the home is sold, refinanced, or when the first mortgage is paid in full.

Part A: Buyer Information

Applicant	Co-Applicant
Applicant's Name	Co-Applicant's Name
Check all that apply: Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Unmarried (single, divorced, widowed) <input type="checkbox"/> US Citizen <input type="checkbox"/> Legal Permanent Resident <input type="checkbox"/> US Veteran	Check all that apply: Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Unmarried (single, divorced, widowed) <input type="checkbox"/> US Citizen <input type="checkbox"/> Legal Permanent Resident <input type="checkbox"/> US Veteran
Current Address	Current Address (if different from Applicant)
e-mail Address	e-mail Address

Provide the Names & Birth Dates of ALL people who will live in the property being purchased, including buyer:

Full Name	Relationship to Buyer	Birth Date mo/dy/yr	Full Time Student? Y/N	Learned about CDA program from?
	Buyer			<input type="checkbox"/> CDA Website <input type="checkbox"/> Realtor <input type="checkbox"/> Employer <input type="checkbox"/> Mortgage Lender <input type="checkbox"/> County Website <input type="checkbox"/> City Website <input type="checkbox"/> Brochure <input type="checkbox"/> Church Publication <input type="checkbox"/> Family/Friend <input type="checkbox"/> Other – please explain:

Household Demographic Information

The following information is requested by the federal government for certain types of loans related to a dwelling in order to monitor the lender's compliance with equal credit opportunity, fair housing, and home mortgage disclosure laws. You are not required to furnish this information, but are encouraged to do so. You may select one or more designations for "Race." The law provides that a lender may not discriminate on the basis of this information, or on whether you choose to furnish it. However, if you choose not to furnish the information and you have made this application in person, under federal guidelines the lender is required to note ethnicity, race, and sex on the basis of visual observation or surname.

What is the primary language of the Household: English Spanish Russian Somali Vietnamese
 Hmong Other: _____

Race of Buyer: White Black or African American American Indian or Alaskan Native Asian
 Native Hawaiian or other Pacific Islander Other

Ethnicity of Buyer: Hispanic or Latino Not Hispanic or Latino

Type of Household: Single Married, no children Single Parent Two Parent Other



Household Income Information

Employment Information: Provide the following information for all persons who: 1) will sign the first mortgage (mortgagor) or 2) will live in the property being purchased and will sign/guarantee the first mortgage note, or 3) will live in the property and is the legal spouse of a mortgagor. List income from all employment sources, whether that employment is full-time, part-time or seasonal.

Household Member	Employer's Name & Address	Rate of Pay (hr/wk/mo)
		\$ per
		\$ per
		\$ per
		\$ per
		\$ per

Any other Sources of Income: Indicate below if any mortgagor or spouse who will live in the property being purchased, receives or anticipates receiving income from any other source including the following:

- Assistance Income (MFIP, TANIF, etc.)
- Unemployment Comp
- Worker's Comp
- Social Security/SSI
- VA Benefits
- Business Income (including home parties, ride share, etc.)
- Retirement/Pension/Annuities
- Child Support/Alimony
- Other regular contributions or gifts

Household Member	Source of Income	Amount & How Often (hr/wk/mo)
		\$ per
		\$ per
		\$ per
		\$ per

Homebuyer(s) will be required to provide Verification of Employment (signed by employer), at least 30 days recent paystubs and 3rd party documentation of any Other Income (as listed above) to verify wage information.



Bank Account/Other Assets: Indicate the amount of the assets listed below of all persons whose income is included on the previous page.

Household Member	Checking/Savings Account		Non-Retirement Stocks/Bonds/Investments	
	Name of Bank, S&L, or Credit Union		Company Name	
	Type of Account	Acct. #	Type of Asset	Cash Value of Asset \$
	\$ Amount			
	Name of Bank, S&L, or Credit Union		Company Name	
	Type of Account	Acct. #	Type of Asset	Cash Value of Asset \$
	\$ Amount			
	Name of Bank, S&L, or Credit Union		Company Name	
	Type of Account	Acct. #	Type of Asset	Cash Value of Asset \$
	\$ Amount			
	Name of Bank, S&L, or Credit Union		Company Name	
	Type of Account	Acct. #	Type of Asset	Cash Value of Asset \$
	\$ Amount			
	Name of Bank, S&L, or Credit Union		Company Name	
	Type of Account	Acct. #	Type of Asset	Cash Value of Asset \$
	\$ Amount			
	Name of Bank, S&L, or Credit Union		Company Name	
	Type of Account	Acct. #	Type of Asset	Cash Value of Asset \$
	\$ Amount			



**First Time Homebuyer DPA Loan Program
Certification of Information**

I/We understand that this is an application for a Down Payment Assistance loan.

I/We understand that this is a loan that must be repaid. This **loan must be repaid** when the home is sold, refinanced or when the first mortgage is paid in full.

I/We certify that the information provided on this Dakota County CDA Down Payment Assistance (DPA) Loan Application regarding income, assets and household composition is accurate and complete to the best of my/our knowledge and belief.

I/We understand that giving false statements and/or information can be grounds for punishment under federal and state laws. I/We also understand that giving false statements and or information can be grounds for non-payment or repayment of assistance.

Signature of Applicant

Printed Name of Applicant

Date

Signature of Co-Applicant

Printed Name of Co-Applicant

Date



**First Time Homebuyer DPA Loan Program
Authorization for Release of Information**

I authorize and direct any Federal, State, or local agency, organization, business, or individual to release to the Dakota County Community Development Agency (CDA) any information or materials needed to complete and verify my application for down payment assistance.

I understand and agree that this authorization or the information obtained with its use may be given to and used by the Dakota County CDA in administering and enforcing program regulations. I understand that this authorization cannot be used to obtain any information about me that is not pertinent to my eligibility for and participation in the down payment assistance loan program.

The groups or individuals that may be asked to release the above information (depending on program requirements) includes but is not limited to:

- | | | |
|---------------------------|--------------------------------|--------------------------------|
| Mortgage Companies | Past & Present Employers | Veterans Administration |
| Income Provision Agencies | Retirement Systems | Banks & Financial Institutions |
| Courts & Post Offices | Credit & Credit Law Bureaus | State Unemployment Agencies |
| Schools & Colleges | Social Security Administration | Previous Landlords |
| Enforcement Agencies | Utility Companies | Child Care Providers |
| Medical Providers | Support & Alimony Providers | |

I agree that a photocopy of this authorization may be used for the purposes stated above. This authorization will stay in effect until my loan application has been completed or terminated.

Signature of Applicant

Printed Name of Applicant

Date

Signature of Co-Applicant

Printed Name of Co-Applicant

Date



Tennessee Warning - Data Privacy Statement
Under the Minnesota Government Practices Act (M.S.15.1611 through 15.1699)

The CDA is committed to ensuring the privacy of individuals and/or families who have contacted us for assistance. We realize that the information you bring to us is highly personal in nature. We assure you that all information shared both orally and in writing will be managed within the limitations of law. Please read the following disclosures and acknowledgements carefully.

PLEASE READ, SIGN, AND RETURN WITH APPLICATION

Within the context of the Dakota County Community Development Agency's (CDA) First Time Homebuyer Program, the information we collect from you or about you (or from other individuals or agencies authorized by you) is collected, used and disseminated for the administration and management of legally authorized programs. The information we collect about you is classified under Minnesota law as: (1) Public - anyone can see the information; (2) Private - only you and those authorized by law or by you can see the information; or (3) Confidential - you cannot see the information although those persons authorized by law can. The Private classification applies to most of the information we collect about you.

The purposes and uses of this information are for one or more of the following reasons:

- 1) To help us determine whether you are eligible to participate in the CDA's First Time Homebuyer Program.
- 2) To enable us to determine your ability to maintain a home, make mortgage payments and the eventual repayment of your Down Payment Assistance loan.
- 3) To enable the CDA to comply with legal requirements governing its and other agencies' legislative mandates.

The information you are asked provide to the CDA is information necessary for our determination of your eligibility for First Time Homebuyer programs. Collection of this information is authorized by the Federal Housing Act of 1937, as amended, and by the Minnesota Housing and Redevelopment Authority Act, M.S. 462.11, et seq. While you have the right to refuse to supply the information we request, the CDA may not be able to provide you with First Time Homebuyer assistance. If you feel that certain information we request is an unwarranted invasion of your privacy, contact the CDA's Human Resources Administrator.

The Information we maintain may be shared with the US Department of Housing and Urban development; CDA employees and your lender; US Census Bureau; Federal, State or local auditors; Researchers who are granted access to the data for the purpose of preparing summary data; Other local, state and federal agencies as may be required by law; City/Township and its' various departments in which you receive CDA assistance; If applicable, any company that is under contract to service these loans; Groups or individuals as detailed on the DPA Loan Authorization for Release of Information Form. In compliance with the Gramm-Leach-Bliley Act, information will not be provided to anyone not mentioned above.

If any criminal or civil investigation is begun regarding you or your family's receipt of benefits from this Agency or any other social service agency, information may also be shared with county, state, local or federal staff members who conduct such investigations pursuant to state and federal law. Information may also be shared with the appropriate judicial bodies.

Unless otherwise authorized by statute of federal law, government and non-government agencies with whom we share private information must also treat the information as private.

When you are no longer being served by the CDA, we will keep your file only until state and federal retention requirements are met.

Information collected as part of the CDA's investigation in preparation for actual or potential litigation involving you is confidential information when it is contained in correspondence between the CDA and its attorney. Only the CDA, the CDA's attorney and those persons authorized by local, state and federal law may have access to the information. You do, however, have the right to know if information about you has been classified confidential.

You or your authorized representative or guardian may request to be shown information about you that is maintained by the CDA and that is classified as private. There is no cost for this service, but there may be a charge for requested copies. According to Minnesota law, after you have been shown private information about yourself and have been informed of its meaning, the data need not be again shown to you for six months thereafter, unless a dispute of legal action concerning your privacy rights is pending or additional data about you has been collected. Write to us describing the nature of your disagreement. Send this information to:

Human Resources Administrator
Dakota County CDA
1228 Town Centre Drive
Eagan, MN 55123

We will act on your letter within thirty (30) days in accordance with the Minnesota Government Data Practices Act. If you have any other questions about your privacy rights, please contact the CDA's Human Resources Administrator.

If you agree to allow us to create, collect and share information as described above, please sign below

Applicant's Signature

Date

Co - Applicant's Signature

Date



**First Time Homebuyer DPA Loan Program
Lead Based Paint Pamphlet Receipt**

Regardless of the year a property was built, all buyers participating in the Dakota County CDA's Down Payment Assistance (DPA) Loan Program must receive a copy of the Environmental Protection Agency's booklet titled "Protect Your Family from Lead in Your Home."

All homebuyers must then sign the statement below, acknowledging the receipt of the EPA booklet.

This document must be returned with the DPA Loan application.

**NOTICE TO APPLICANT
LEAD BASED PAINT INFORMATION**

I/We certify that I/We have received the Environmental Protection Agency's (EPA) Booklet titled "Protect Your Family from Lead in Your Home." I/We understand that the provided booklet is only intended to be informational.

Applicant

Date

Co-Applicant

Date