



City of Phoenix Neighborhood Stabilization Program Homebuyer Checklist and Guide

NSP eligible homebuyers receive \$15,000 to use for closing costs and partial down payment to purchase a home in either the **Move-in Ready Program** or the **Homeownership Assistance Program**. Below are the basic eligibility requirements and a checklist of the steps homebuyers take to become program eligible. More detailed information on eligibility and each step can be found on the following pages.

Eligibility Requirements

- Homebuyer(s) annual household income cannot exceed the amounts below, based on household size.

Household Size	1	2	3	4	5	6	7	8
Max. Income	55,800	63,750	71,700	79,700	86,050	92,450	98,800	105,200

- Homebuyer contributes half of the required cash down payment or a minimum of \$1,000 of own funds, whichever is greater.
- Homebuyer cannot be on the title of any residential property.
- Homebuyer(s) must be a permanent legal resident of the U.S.

- STEP 1:** Homebuyer contacts a lender for a home mortgage and obtains a loan pre-qualification letter.
- STEP 2:** Homebuyer contacts a HUD certified housing counseling agency (see page 5), to schedule a 2 hour One-on-One Credit Counseling session.
Appt Date: _____ Agency: _____
- STEP 3:** Housing counselor sends the homebuyer’s complete pre-qualification package to Community Housing Resources of Arizona (CHRA).
- STEP 4:** CHRA contacts the homebuyer to schedule an eligibility appointment, once they receive a complete pre-qualification packet.
Appt Date: _____ Counselor: _____
- STEP 5:** Homebuyer contacts their HUD housing counseling agency to schedule an 8 hour Homebuyer Education class.
- STEP 6:** Homebuyer starts to work with a real estate professional to find a program eligible property.
- STEP 7:** Homebuyer verifies with their real estate agent that a copy of the purchase contract has been sent to CHRA.
- STEP 8:** CHRA performs the city’s due diligence regarding the assistance loan(s).
- STEP 9:** Homebuyer ensures their lender has sent all the loan documents to the title company.
- STEP 10:** CHRA contacts the homebuyer to schedule a Pre-close session to sign the NSP loan documents.
Appt Date: _____
- STEP 11:** Homebuyer arranges an appointment with the title company to sign the closing documents for the first mortgage of their new home.
Appt Date: _____

For assistance, contact Phoenix NSP Customer Advisory Services at 602-262-6602 or e-mail nsphome@phoenix.gov



NSP HOMEBUYER GUIDE

Now is the time to buy in Phoenix! How about \$15,000 to use toward the purchase of either:

- ❖ An unoccupied, foreclosed home anywhere (see city map) within the boundaries of Phoenix. Eligible properties include single-family houses, townhouses and condominiums (*condo conversions aren't eligible*) through the **"Homeownership Assistance Program,"** or
- ❖ A newly renovated single-family home in established ZIP codes through the **"Move-In Ready Program."** The improvements focus on health and safety, energy efficiency, enhanced finishes and curb appeal.

The following detailed information will help you navigate the process to open your window to homeownership and become eligible for the NSP assistance funds. For help, please contact Phoenix NSP Customer Advisory Services at **602-262-6602 (711 for TDD/TTY service)** or e-mail nsphome@phoenix.gov.

Eligibility Requirements

- Homebuyer(s) annual household income cannot exceed the amounts below, based on household size (anyone living in the house). In determining income, all wages and other sources of income for all household members age 18 and older are considered. Program income requirements are different than Lender income requirements.

Household Size	1	2	3	4	5	6	7	8
Maximum Household Income (120% of Median)	55,800	63,750	71,700	79,700	86,050	92,450	98,800	105,200

- First mortgage debt to income ratios must be at or below 31 percent / 43 percent - aligned with FHA standard guidelines.
- First mortgage term is 15- or 30- year fixed-rate, fully amortizing.
- Homebuyer must contribute half of the required cash down payment or a minimum of \$1,000 of own funds, whichever is greater.
- Homebuyer cannot be on the title of any residential property.
- Homebuyer(s) must be a permanent legal resident of the U.S.
- Funds will be secured by a promissory note and recorded subordinate deed of trust.
- Funds will be paid directly to the title company. Excess funds will be applied to reduce the first mortgage loan amount.

The following three requirements apply to the Homeownership Assistance Program and do not apply to the Move-In Ready Program:

- Purchase price cannot exceed 99 percent of the "as is" appraised value of the property as determined by an appraisal conducted within 60 days prior to closing.
- Home must pass a Housing Quality Standards (HQS) inspection in the "Homeownership Assistance Program" before close of escrow or at the completion of the rehab activities funded through an FHA 203K loan.
- Lead-based paint inspection is required for properties built before 1978.

STEP 1: Homebuyer contacts the lender of their choice for a home mortgage loan.

- A. Homebuyer provides income documentation, per the lender's instruction.

Phoenix Neighborhood Stabilization Program

HUD Certified Housing Counseling Agencies

<p>Chicanos Por La Causa 1402 S. Central Ave., Bldg A Phoenix, AZ 85004 www.cplc.org</p>	<p>602-253-0838</p>	<p>Hours: 8 a.m. to 6 p.m. Mon.-Fri. Monthly Classes: 2nd Saturday 8 a.m. – 5 p.m. 4th Saturday 8 a.m. – 5 p.m. (Spanish)</p>
<p>Desert Mission Neighborhood Renewal 9229 N. Fourth St. Phoenix, AZ 85020 www.jcl.com/content/neighborhoodrenewal</p>	<p>602-331-5833</p>	<p>Hours: 8 a.m. to 5 p.m. Mon.-Fri. Monthly Classes are usually: 2nd Tues. & Thurs. 3 – 7 p.m.* 3rd Saturday 8 a.m. – 4 p.m. Check website for schedule</p>
<p>Greater Phoenix Urban League 1402 S. Seventh Ave. Phoenix, AZ 85007 www.gphxul.org</p>	<p>602-254-5611</p>	<p>Hours: 8 a.m. to 5 p.m. Mon.-Fri. Monthly Classes: 1st Tues & Wed 5:30 – 9:30 p.m. * 3rd Saturday 8 a.m. – 5 p.m.</p>
<p>Neighborhood Housing Services of Phoenix 1405 E. McDowell Road, Suite 100 Phoenix, AZ 85006 www.nhsphoenix.org</p>	<p>602-258-1659</p>	<p>Hours: 8 a.m. to 5 p.m. Mon.-Fri. Monthly Classes: Orientation: 2nd & 4th Monday, 6-7 p.m. 8 Hr Class: 1st & 3rd Saturday, 8 a.m.-5 p.m. Classes held in Spanish once each quarter Check web site or call for schedule</p>
<p>Newtown Community Development Corp. 511 W. University Blvd., Suite 4 Tempe, AZ 85281 www.newtowncdc.org</p>	<p>480-829-5759</p>	<p>Hours: 8 a.m. to 5 p.m. Mon.-Fri. Monthly Classes: 2 Saturdays per month, 8 a.m. – 5 p.m. Locations vary</p>
<p>Community Housing Resources of Arizona 4020 N. 20th St., Suite 220 Phoenix, AZ 85016 www.communityhousingresources.org</p>	<p>602- 631-9780</p>	<p>Hours: 8:30 a.m. to 5 p.m. Mon.-Fri. Offers One-on One credit counseling but does not offer Homebuyer Education Classes</p>
<p>*must attend both Sessions Schedules might vary, so call for current dates and times</p>		

NSP Eligibility and Loan Administrator

<p>Community Housing Resources of Arizona 4020 N. 20th St., Suite 220 Phoenix, AZ 85016 www.communityhousingresources.org</p>	<p>602- 631-9780</p>
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Phoenix Neighborhood Stabilization Program Required Financial Documents Checklist

The following documents need to be provided to the housing counselor when the homebuyer attends their one-on-one credit counseling session. Please note that the homebuyer will need to provide updated documents with the most current information (paystubs, bank statements, etc.), if they are referred to Community Housing Resources of Arizona for eligibility determination.

From Homebuyer:

___ Current Pay Stubs: Most recent 30 consecutive days for all household members over 18

___ Other Income Documentation:

- | | |
|----------------------------|-----------------------|
| ___ Social Security Income | ___ Disability Income |
| ___ Child Support | ___ Alimony |
| ___ Unemployment | ___ Pensions |
| ___ Worker's Comp | |

___ Recent two month's statements for all assets including:

- ___ Bank Accounts
- ___ Retirement Accounts, IRA, Stock.

___ Most recent 3 years Federal Tax Return & W2's

From Lender:

___ Loan Transmittal Summary (1003) to verify meets NPS ratios 31.00%/43.00%

___ Loan Application (1008) to verify names and amounts match

___ Closing Cost Estimates Worksheet (does not need to be a GFE)

___ Loan Prequalification including Purchase Power Amount \$_____

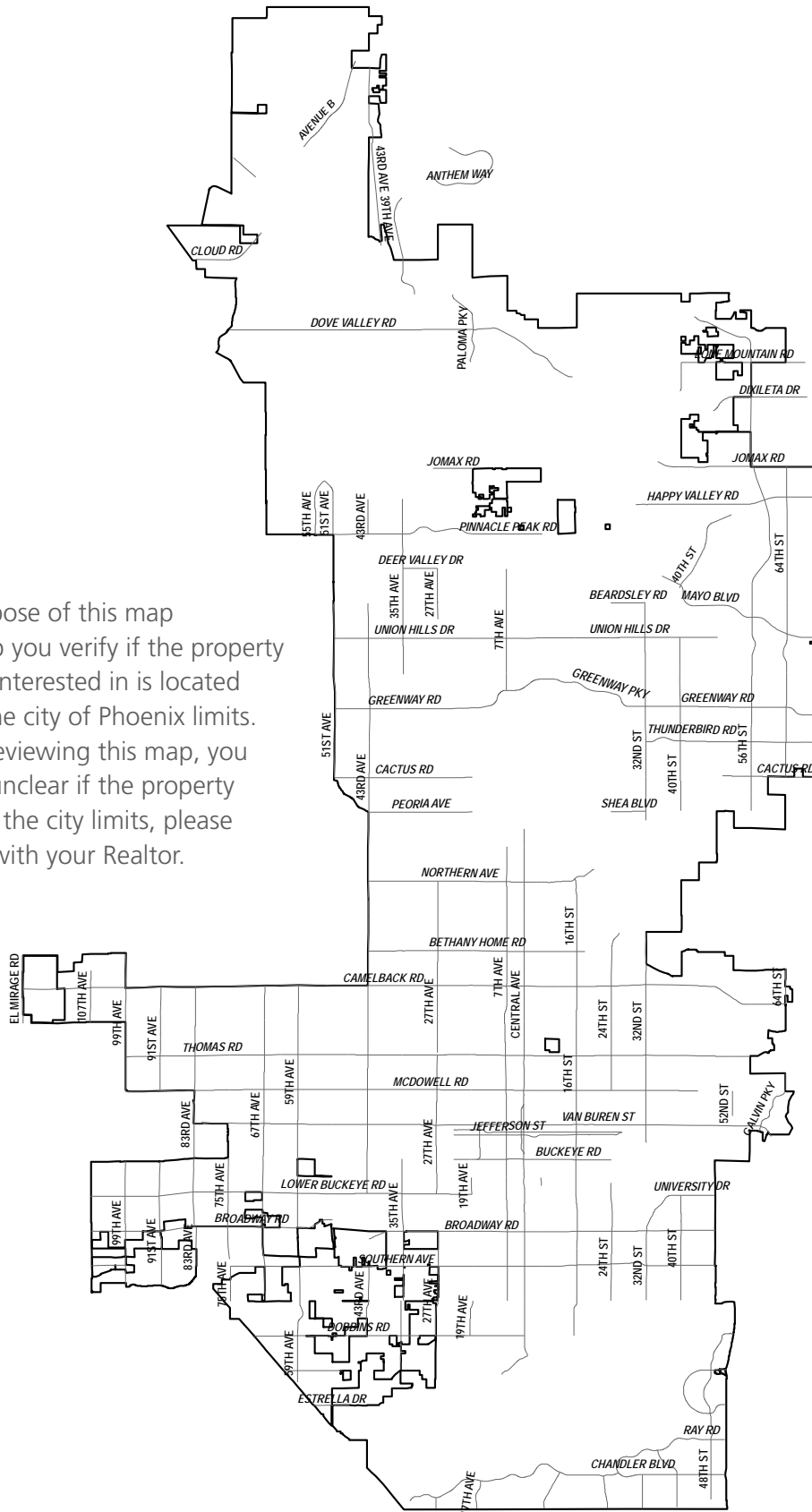
___ Credit Report

PLEASE NOTE:

- An estimate of closing costs is needed for a buyer to be deemed program eligible, prior to purchasing a property.
- The city assistance dollar amount of \$15,000 should be entered into Subordinate Financing on the 3rd page (Details of Transactions) of the Uniform Residential Loan Application (1003). The funds are a lien not an asset to the borrower.

Homeownership Assistance Program Map

The purpose of this map is to help you verify if the property you are interested in is located within the city of Phoenix limits. If after reviewing this map, you are still unclear if the property is within the city limits, please consult with your Realtor.



602-262-6602
602-495-0685/TTY
info@nspphoenix.com



Neighborhood Stabilization Program
phoenix.gov/nsphome



City of Phoenix



Your Window to Homeownership

Tips on Finding a Foreclosed Property in the Homeownership Assistance Program...

We recommend that buyers work with a real estate agent and the agent searches for “First Look” home listings. Major lenders Fannie Mae, Freddie Mac, HUD and Wells Fargo will only consider purchase contracts from owner occupants and not from investors, during the first 13-15 days (HUD is 30 days) the home is initially listed. Timeframes vary by lender. Agents can also search in ARMLS for new active listings within the last 0-15 days using the keywords “first look.”

When you identify a home, we suggest agents use the NSP purchase offer cover letter template included in the NSP Realtor Guide, when submitting an offer. The letter confirms to the seller that the buyer is qualified for a first mortgage and has additional funds from the Neighborhood Stabilization Program, which might help the buyer stand out as a stronger candidate.

Other resources:

- Real Estate Signs that say Foreclosure, Bank-owned or Bank Repo
- Government Agencies – Check for available buyer and agent incentives, such as 3.5% in closing cost assistance that can be added to the NSP assistance funds.
 - HUD - Housing Urban Development - <http://www.hudhomestore.com>
 - Freddie Mac - www.homesteps.com
 - Fannie Mae - www.homepath.com
- Major Bank Web Sites
 - Bank of America / Countrywide - www.bankofamerica.reo.com
 - Wells Fargo – www.pasreo.com
 - Chase Mortgage - <https://servicing.chase.com/REO/Property/FeaturedProperties>
 - U S Bank – www.usbank.com
 - HSBC – www.hsbc.com/1/2/3/personal/home-loan/properties
- Smaller community banks, such as National Bank of Arizona and M&I Bank.
- REO Asset Management Companies
 - HomeEq Servicing - www.homeq.com
 - Keystone Asset Management - www.keystonebest.com
- Auction Houses
 - REDC - www.auction.com
- Web-based Foreclosure Companies (a fee might be charged)
 - Foreclosure.com - www.foreclosure.com.
 - Realty Trac – www.realtytrac.com
 - NetvalueCentral- www.netvaluecentral.com
 - Information Market – www.informationmarket.com

Most web sites have search features ([my profile](#), [my searches](#) and [my alerts](#)) that allow you to sign up for automatic email notifications on new properties.

Move-In Ready Program Available Inventory

Neighborhood Stabilization Program (602) 262-6602






City of Phoenix



Neighborhood Stabilization Program
phoenix.gov/nsphome

Neighborhood Stabilization Program (NSP)

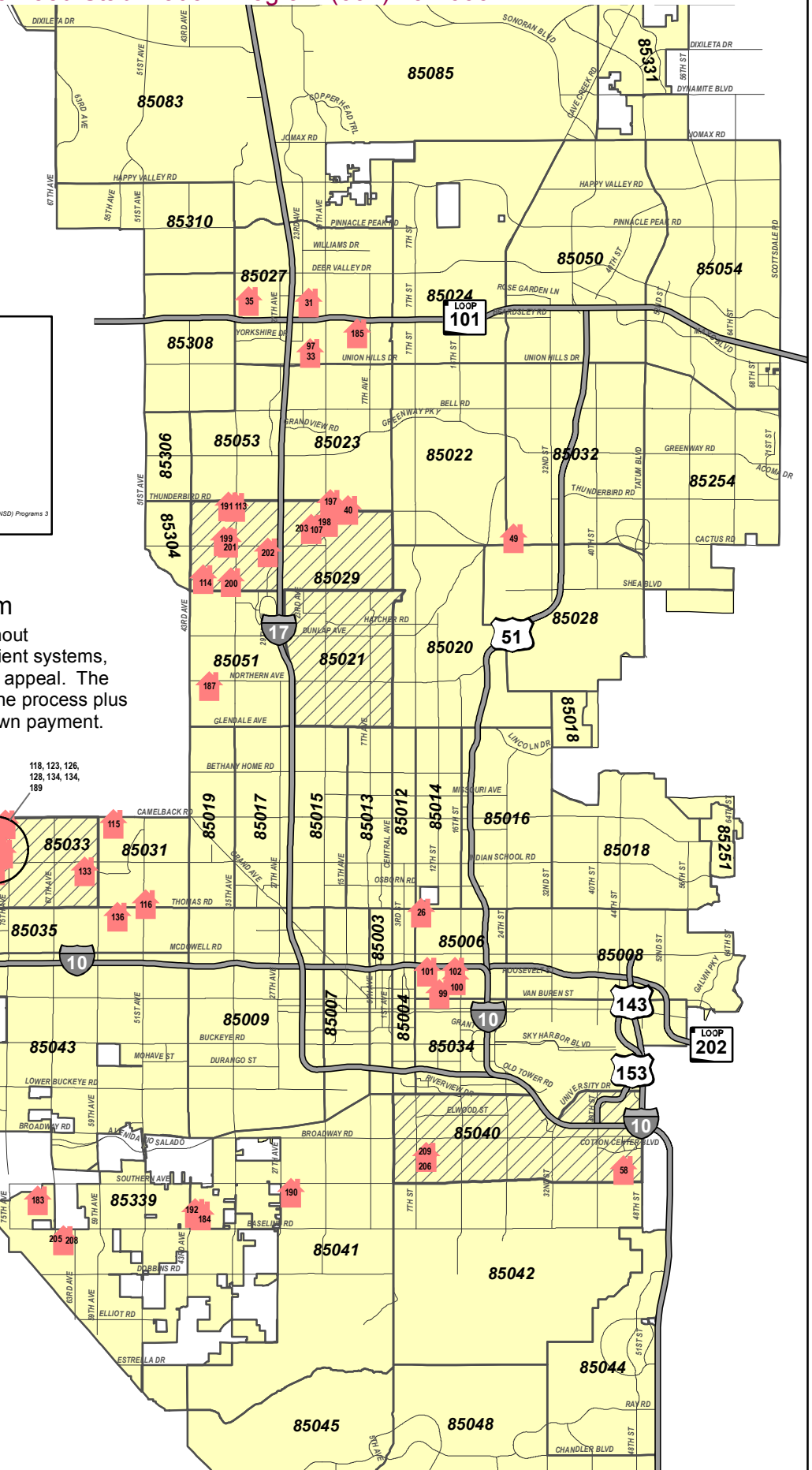
-  Move-In Ready Inventory
-  Special Interest Areas
-  City Limit

Inventory List Map Number
see attached inventory list

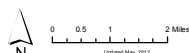
Data Source - Neighborhood Services Department (NSD) Programs 3
Note - Availability of properties subject to change

Move-In Ready Program

Selection of newly remodeled homes throughout Phoenix that feature sustainable energy-efficient systems, improved design finishes and enhanced curb appeal. The program offers helpful guidance throughout the process plus \$15,000 to use towards closing costs and down payment.



- 118, 123, 126, 128, 134, 134, 189
- 138, 188
- 155
- 133
- 116
- 136
- 149, 150, 195, 196, 211, 212
- 214, 148, 146, 147
- 80, 92, 158, 161, 162, 163, 164, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 186, 193, 194, 204, 207, 210, 213
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- 205, 208
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- 209, 206
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Neighborhood Services Department
Information Systems