



LOS ALAMOS COUNTY  
**HOME BUYER**  
ASSISTANCE PROGRAM

**RETURN APPLICATION TO:**  
LOS ALAMOS HOUSING PARTNERSHIP, INC.  
1362 Trinity Drive, Unit C-1  
Los Alamos, NM 87544  
OFFICE: (505) 662-8918  
HOURS: Monday-Friday 8:30–5:30  
Saturday (By appointment)  
Los Alamos County and LAHP are Equal Housing Lenders



Los Alamos  
Housing Partnership, Inc.



## APPLICATION FOR ASSISTANCE

Date of application \_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant SSN \_\_\_\_\_

Co-applicant Name \_\_\_\_\_

Co-applicant SSN \_\_\_\_\_

Current Address \_\_\_\_\_

Do you own  or rent  the home you currently live in? Do you currently own another home?  Yes  No

**The maximum loan amount under this program is \$25,000 or 10% of purchase price, whichever is less.**

Applicant Telephone Number \_\_\_\_\_

Applicant E-Mail \_\_\_\_\_

Co-applicant Telephone Number \_\_\_\_\_

Co-applicant E-Mail \_\_\_\_\_

Marital Status  Married  Unmarried  Separated

### PART I: HOUSEHOLD COMPOSITION AND INCOME

#### A. Household Composition and Income (list income for all members living in your home age 18 and older)

NAME	AGE	RELATIONSHIP TO APPLICANT	GROSS MONTHLY INCOME	SOURCE OF INCOME

**Note: If your household's total gross monthly income from all sources exceeds the income limits on page 2 of this application, you are not eligible for this program.**

Are any household members disabled and/or special needs?  Yes  No If Yes, list the type of disability and/or special needs: \_\_\_\_\_

Ethnic background:  Native American  Asian  Black  Anglo  Hispanic  Other  Decline to State

#### B. Asset Information (state estimated net value of each type of asset held for all members living in your home age 18 and older)

ADULT HOUSEHOLD MEMBERS	CHECKING	SAVINGS	OTHER REAL ESTATE	STOCKS & BONDS	OTHER

## PART II: FINANCIAL INFORMATION

*Applicant must have received a pre-qualification letter from mortgage lender in order to apply for the HAP.*

### A. Applicant Consumer Debt Information

Debt Source	Balance (\$)	Monthly Payments (\$)
Credit Card		
Automobile Loans		
Student Loans		
Other		

### B. Financial Information

- |   |  |  |  |
|---|--|--|--|
| 1. Has a household budget been submitted?                         | <input type="checkbox"/> Yes <input type="checkbox"/> No | 6. Do you face any outstanding judgements                  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Has a homebuyer training certificate been received?            | <input type="checkbox"/> Yes <input type="checkbox"/> No | 7. Have you filed bankruptcy in last 3 years?              | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Have you received a pre-qualification letter from your lender? | <input type="checkbox"/> Yes <input type="checkbox"/> No | 8. Are you a party to a current lawsuit?                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. If you pay utilities, are your bill payments current?          | <input type="checkbox"/> Yes <input type="checkbox"/> No | 9. Will you bring at least \$1,500 downpayment to closing? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Do you have any non-medical collection accounts?               | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |  |

### C. Applicant Certification and Authorization

I (We) certify that all of the information in this application is true and complete to the best of my (our) knowledge and belief. I (we) authorize verification of employment and any other information presented herein. I (we) understand that LAHP requires proof of income and assets including: last three pay stubs, benefit statements and award letters from Social Security, VA, court ordered child support, etc., copy of last 2 federal tax returns and copy of last 3 monthly statements for all financial accounts and assets which had been identified in Part 1B. I (we) authorize LAHP to conduct a credit report to verify debt and other financial obligations, including collections & judgments.

Applicant signature

Date

Co-applicant signature

Date

### LOW INCOME LIMITS BY HOUSEHOLD SIZE FOR LOS ALAMOS COUNTY (effective April 30, 2019)

Number of Persons in Family

	1	2	3	4	5	6
<b>Very Low Income</b> (50% AMI)	\$42,300	\$48,350	\$54,400	\$60,400	\$65,250	\$70,100
<b>Low Income</b> (80% AMI)	\$67,680	\$77,360	\$87,040	\$96,640	\$104,400	\$112,160

Source: US Department of Housing and Urban Development; Los Alamos County  
These income limits may change once HUD 2020 income limits are released

### PART III: CHARACTERISTICS OF HOME FOR PURCHASE (IF ONE HAS BEEN IDENTIFIED)

Address of home to be purchased \_\_\_\_\_

Has a purchase contract been executed and provided with this application?  Yes  No

Type of home:  Single Family Detached  Duplex  Town home  Condominium  Modular  Manufactured  Other

If home is manufactured, is it on a permanent foundation?  Yes  No

If home is a condo, is there a functioning condominium association?  Yes  No

Purchase price of home \_\_\_\_\_ 1st Mortgage amount \_\_\_\_\_

Proposed monthly principal, interest, taxes, and insurance (PITI) \_\_\_\_\_ Proposed private mortgage insurance (PMI) \_\_\_\_\_

Is this property under corrective action for a violation of County Code?  Yes  No

Has a home inspection report been prepared?  Yes  No

Is the mortgage loan a fixed rate loan?  Yes  No

Has a title commitment been delivered?  Yes  No

Have any liens other than mortgage liens been filed against the property?  Yes  No

Will warranty deed be provided?  Yes  No

### PART IV: NEXT STEPS

- A. Applicants are required to contact Steve Brugger, LAHP at 662-8918 to arrange to meet with him before completing the application.
- B. Applications will be reviewed for completeness and program eligibility within 5 business days after receipt and applicants will be notified of their project status.
- C. LAHP may request additional information to validate the information presented herein and as required to further process the application.
- D. Complete applications which meet all HAP eligibility requirements will be placed on a waiting list.
- E. Staff will meet with the applicant to inform them of the options for financial assistance.
- F. Homebuyer shall begin receiving homebuyer training and will prepare a household budget.
- G. Applicant will search for a home which meet their household needs and financial situation.
- H. Loan Review Committee is held to consider application and make funding recommendation to County Manager for final approval.  
If home not selected at this point, approval will be conditional.
- I. Funding approval/rejection letter is sent to applicant.
- J. If conditional approval is granted, applicant has 6 months to select home, and close on home purchase.
- K. If conditional approval is granted, applicant provides staff with final information on selected home under contract, and staff determines if conditions of approval have been met.
- L. Staff works with the homebuyer, first mortgage lender, and title company to coordinate loan and home purchase closing.