

DPA APPLICATION COVERSHEET

Applicants for Downpayment Assistance (DPA) from the HRDC will need to provide/bring the following to their counseling session:

1. Completed DPA Application. Please do not complete the section entitled “**PROPOSED FIRST MORTGAGE INFORMATION**” on the top of page 3 of the application. Your loan officer will provide this information once your bank has completed underwriting your loan.
2. For all household members over the age of 18 who are paid **bi-weekly, bi-monthly or monthly**, you will need to provide copies of their **most recent 5 consecutive paycheck stubs** from all sources of income.
3. For all household members over the age of 18 who are paid **weekly**, you will need to provide copies of their **most recent 9 consecutive paycheck stubs** from all sources of income.

Once you have completed your DPA counseling session, you will need to provide:

1. Copies of Driver Licenses (or State Issued ID), Social Security Cards and Birth Certificates for all household members.
2. Any additional information determined to be necessary to process your DPA Application.

You may drop off or mail the above documentation to the HRDC office at 32 S Tracy Ave, Bozeman, MT 59715. Alternatively you may email your application together with supporting documentation to Ken Martinez (phone: 406-585-4875), Secondary Lending Specialist at dpa@thehrdc.org

HRDC APPLICATION FOR DOWN-PAYMENT ASSISTANCE/ INCOME VERIFICATION

A complete application package shall include completion of the application, intake, and copies of all forms from the application checklist. Until all application materials are received and completed in full and all requested documentation is attached, the application will not be considered complete.

Applicant Information

Check one of the following: _____ Requesting Downpayment Assistance
_____ Not Requesting DPA: Income Verification Only

Name: _____
 First MI Last

Address: _____
 Street

_____ City State Zip code County

Phone: _____
 Home Work

_____ Cell

E-mail: _____ Preferred Method of Contact?

Household Size (including Dependants and Occupying Co-Borrower)=====> _____

Co-Applicant Information

Name: _____
 First MI Last

Address: _____
 Street

_____ City State Zip code County

Phone: _____
 Home Work

_____ Cell

E-mail: _____ Preferred Method of Contact?

EMPLOYMENT INFORMATION

Applicant

Primary Employer: _____

Title: _____

Hire Date: _____

Address: _____

Monthly Income: _____

Co-Applicant

Primary Employer: _____

Title: _____

Hire Date: _____

Address: _____

Monthly Income: _____

If employed in current position for less than two years, or if you are employed in more than one position, please complete the following:

Employer: _____
 Title: _____
 Dates Employed: _____
 Address: _____

Employer: _____
 Title: _____
 Dates Employed: _____
 Address: _____

Monthly Income: _____

Monthly Income: _____

Are you self employed? _____

Are you self employed? _____

MONTHLY INCOME INFORMATION

Gross Monthly Income	Applicant	Co-Applicant	Total
Employment Income			
Self-employment income			
Overtime			
Bonuses			
Commissions			
Rental Income			
Alimony/Child Support			
Pension Income			
Public Assistance			
Dependent SSI income			
Disability Income			
Other			
TOTAL			

HOUSING EXPENSE INFORMATION

Current Rent Payment: _____
 Other Housing Costs: _____
TOTAL: _____

PROPOSED FIRST MORTGAGE INFORMATION

Type of Loan: VA Conventional Other
 FHA RD

Term: _____ Rate: _____ Amortization Type: fixed _____

Proposed Mortgage Payment: _____
 Proposed Insurance Costs: _____
 Proposed Real Estate Taxes: _____
 Proposed Mortgage Insurance: _____
 Proposed Homeowners Assoc. Dues: _____
TOTAL: _____

ASSETS			
	Applicant	Co-Applicant	Total
Checking Account			
Savings Account			
Cash			
CD's			
Securities			
Retirement Accounts			
Real Estate Owned			
Net Income from Business			
Other			
TOTAL			

LIABILITIES

Please list any debt you have, including credit cards, car loans, student loans, and child support/alimony expenses. Do not include rent, utilities, or other monthly expenses such as food.

Paid to:	Whose debt?	Current Balance	Monthly Payment	Months left to pay	Interest Rate
TOTAL					

DECLARATIONS

	Applicant	Co-Applicant
1) Are there any outstanding judgments against you?	_____	_____
2) Have you declared bankruptcy within the last seven years?	_____	_____
3) Have you had property foreclosed upon in the last seven years?	_____	_____
4) Are you party to a lawsuit?	_____	_____
5) Have you been obligated on any loan that resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment?	_____	_____
6) Are you presently in default with any Federal Debt?	_____	_____
7) Are you presently in default with any financial obligations?	_____	_____
8) Are you a first-time homeowner as classified in MBOH guidelines?	_____	_____

DISCLOSURES

I Certify the following:

- 1) That I have read and understand The Road to Home program guidelines.
- 2) That all of the representations made and the information provided by myself, co-borrowers, or agents of either are accurate and truthful.

Applicant

Date

Co-Applicant

Date