

LIVE NEWARK
HOME CLOSING COST PROGRAM



Ras J. Baraka
Mayor
City of Newark

Allison Ladd
Deputy Mayor / Director
Department of Economic and Housing Development

APPLICATIONS WILL BE REVIEWED UPON AVAILABILITY OF FUNDS

Live Newark Home Closing Cost and Downpayment Program Guidelines

Dear Sir/Madam:

Thank you for your interest in the Live Newark Home Closing Cost and Downpayment Program. The goal of the Home Closing Cost and Downpayment Program is to encourage homeownership within the City of Newark. Enclosed in this packet you will find the Home Closing Cost Program Guidelines and Application for you to review and complete Applicants qualifying for assistance must meet Housing Urban Development (HUD) Income Limits (See in Section II).

Summary of Live Newark Home Closing Cost and Downpayment Forgivable Loan:

- Up to \$5,000 forgivable loan for eligible closing costs or downpayment for homes purchased with the City of Newark;
- Must be primary residence for a term of five (5) years;
- 10% of the loan will be forgiven each year that the Purchaser makes the property his or her primary residence, up to 100% of the loan;
- Borrowers shall be required to execute a Redevelopment Loan Agreement outlining the terms of the loan; a Mortgage to be secured by a lien in the amount of the loan and recorded with the Essex County Registrar, subject to the rights of prior lenders; and a Mortgage Note requiring repayment of the loan if the loan is not otherwise satisfied;
- Mortgage will be discharged after the loan is fully satisfied;
- Program funds are subject to availability and are provided on a "First-Come, First-Serve" basis, providing all required documentation has been submitted and approved by Director and or Program Manager prior to the issuance of loan award.

Summary of Eligibility Criteria:

- Applicant shall have reasonably been determined to have the necessary resources to maintain ownership of the home;
- Applicant MUST occupy the home and it must serve as their primary residence for the term of five (5) years in order for the loan to be forgiven;
- Vacation homes, rental property are NOT permitted;
- Home must be located within the City of Newark;
- Home must be a 1-4 family dwelling, including individual townhomes or condominium units;
- As part of the application, applicants must provide copy of signed Contract of Sale/Purchase Agreement at the time of submission, amongst other information.

LIVE NEWARK HOME CLOSING COST AND DOWNPAYMENT PROGRAM APPLICATION

Carefully **read and complete** the attached application in its entirety.

DO NOT SUBMIT AN APPLICATION WITHOUT A COPY OF AN EXECUTED CONTRACT OF SALES/PURCHASE AGREEMENT.

In order for the Division of Housing and Real Estate to process your application, and in order to participate in the Live Newark Home Closing Cost and Downpayment Program, the following documents must be provided, as this will expedite the processing of your application.

Incomplete applications will be returned.

1. Signed Contract of Sale/Purchased Agreement **MUST** accompany application;
2. Section III Employment Verification (**Must be completed by employee Human Resource Department**);
3. Uniform Loan Application (1003) (**This documents can be obtained from lender**);
4. Loan Estimate (**This documents can be obtained from lender**);
5. Copy of Identification i.e. Driver License, Passport, State ID, etc.
6. Appraisal (**Required before closing**);
7. Section V Complete and sign the Financial Privacy Act Notice;
8. Section VI Certification, **MUST** be notarized;
9. Homeowner Insurance (**Required before closing**).
10. Last two months of income; pay stubs, including any additional income; child support; alimony etc.
11. Award Letter(s), Social Security, Pension, Disability;
12. Tax Returns for last two years (Federal and State).
13. **Housing Counseling Certificate Required (Must complete class with a HUD approved housing counseling agency)**

SECTION I-APPLICANT INFORMATION: (please print)

This information will remain confidential. You must complete all sections of the application. Please print or type all information.

Applicant Name: _____
 First Last Home Telephone

Co- Applicant Name: _____
 First Last Telephone

Applicant Current Address: _____
 Street Business Telephone

 City State Zip Cell Number

Purchase Address: _____

SECTION II-HOUSEHOLD COMPOSITION: (please print)

Household means all persons who will be residing in the home at time of purchase

Name	Relationship	Date of Birth	Age	Monthly Income	Annual Income
1.	SELF				
2.					
3.					
4.					
5.					
6.					

The following income limits apply to this program

Family Size	1	2	3	4	5	6	7	8
Hud Income Limit	54,950	62,800	70,650	78,500	84,800	91,100	97,350	103,650

COMPLETE FOR STATISTICAL USE ONLY:

Female head of Household____ Disabled____ Senior Citizen____


Marital Status: Married____ Single____ Divorced____ Widowed____

Race: White____ Black____ Hispanic____

Native Alaskan____ Asian/Pacific____ Other____

SECTION III – EMPLOYMENT VERIFICATION: *(This section should be completed by Human Resources)*

Verification of Employment

<div style="text-align: center;">  <p>CITY OF NEWARK DEPARTMENT OF ECONOMIC AND HOUSING DEVELOPMENT DIVISION OF HOUSING AND REAL ESTATE/RM 402 NEWARK, NEW JERSEY 07102</p> </div> <p>Applicant <i>(print)</i>: _____</p> <p>Employer: _____</p> <p>Department: _____</p> <p>Address: _____</p>	<p>Employed since: _____ Occupation: _____</p> <p>Salary: _____</p> <p>Effective date of last increase: _____</p> <p>Base pay rate: \$_____/Hour; or \$_____/Week; or \$_____/Month</p> <p>Average hours/week at base pay rate: ____ Hours</p> <p>No. weeks ____, or No. weeks ____ worked/Year</p> <p>Overtime pay rate: \$_____/Hour</p> <p>Expected average number of hours overtime worked per week during next 12 months _____</p> <p>Any other compensation not included above (specify for commissions, bonuses, tips, etc.): For: _____ \$_____ per _____</p> <p>Is pay received for vacation? • Yes • No</p> <p>If Yes, no. of days per year ____</p> <p>Total base pay earnings for past 12 mos. \$_____</p> <p>Total overtime earnings for past 12 mos. \$_____</p> <p>Probability and expected date of any pay increase: _____</p>
<p>RELEASE: I hereby authorize the release of the requested information.</p> <p>_____ (Signature of Applicant)</p> <p>____ - ____ - ____ (Social Security Number)</p> <p>Date: _____</p>	<p>Signature of _____ or Authorized Representative</p> <p>_____ Title: _____</p> <p>Date: _____</p> <p>Telephone: _____</p> <p>Company Stamp:</p>
<p>WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.</p>	

SECTION V -Financial Privacy Act Notice

Applicant: _____

Application #: _____ Date: _____

Notice:

This notice is provided to you pursuant to the requirements of the Right to Privacy Act of 1978.

Pursuant to these rights of access, your financial records and information as contained therein will not be disclosed or released to any other person(s); government agency or department, without your prior written consent, except as may be permitted and or required by law.

Acknowledgement:

I/We have read the Right to Financial Privacy Act Notice presented above and by my signature below, acknowledge and accept the terms and conditions set forth therein.

Applicant's Signature

Date

Co-Applicant Signature

Date

SECTION VI – CERTIFICATION

I/We hereby certify that the residence I seek to purchase will be used as my primary residence and is located within the City of Newark. I certify that the information and supporting documentation provided herein is true to the best of my knowledge and belief and that any willful misrepresentation of information herein shall be cause for disqualification and may be deemed a default under the terms of any forgivable loan received by me under the Live Newark Home Closing Cost Program.

Applicant Signature: _____ Date _____

Co-Applicant Signature: _____ Date _____

Subscribed and sworn to before me on this:

_____ Day of _____,

Signature of Notary and Seal

CLOSING COST FORGIVABLE LOANS ARE SUBJECT TO CITY, COUNTY AND FEDERAL LAWS, RULES, REGULATIONS AND REQUIREMENTS. CLOSING COST FORGIVABLE LOANS ARE SUBJECT TO THE AVAILABILITY OF PROGRAM FUNDS.

YOUR APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL ALL INFORMATION HAS BEEN RECEIVED AND STATEMENTS/DOCUMENTS HAVE BEEN CERTIFIED TO THE SATISFACTION OF THE DIVISION OF HOUSING AND REAL ESTATE.

Please note that your application shall not be processed and assistance shall not be granted until all of the above information have been received and processed.

Complete the enclosed application along with supporting documentation and forward to:

Carmin Rosario
Loan Advisor
Office: 973-733-8461
rosarioc@ci.newark.nj.us
Department of Economic and Housing Development
Division of Housing and Real Estate
920 Broad Street, Room 402
Newark, New Jersey 07102



City of Newark
Ras J. Baraka, Mayor

Municipal Council

Mildred Crump, Council President
Council member-at-Large

Augusto Amador, Vice President
Council Member, East Ward

Carlos M. Gonzalez
Council Member-at-Large

John Sharpe James
Council Member, South Ward

LaMonica McIver
Council Member, Central Ward

Joseph A. McCullum, Jr.
Council Member, West Ward

Eddie Osborne
Council Member-at-Large

Luis A. Quintana
Council Member-at-Large

Anibal Ramos Jr.
Council Member, North Ward

Newark City Hall
920 Broad Street
Newark, New Jersey 07102



@CityofNewarkNJ
the



@CityofNewarkNJ



@CityofNewark



Nextdoor.com/Newark



Download

New Jersey