

City of Norwalk

Neighborhood Stabilization Program (NSP)

Thank you for your interest in the City of Norwalk's Neighborhood Stabilization Program (NSP). At this time, the City is acquiring foreclosed properties to be rehabilitated and sold to low to moderate-income Norwalk residents.

The homes will be sold at appraised value. However, the City recognizes that most low to moderate-income buyers may not be able to afford the sales price of the homes. Therefore, the City will fund the gap between the mortgage the family does qualify for and the sales price of the home. The City's financing will be a "silent" second Trust Deed. The borrower makes no payments on the City's "silent" second, and there is no interest on the loan. The loan is due and payable at the time the borrower sells the home or refinances. Part of the principle balance of the loan will be forgiven the longer the family occupies the home. Additionally, the City will share a portion of the equity gained in the sale of the home.

In order to qualify for the program, you must meet the following eligibility requirements;

1. Submit a complete application with all required documents by October 8, 2010;
2. Have not owned a home or had any partial interest in a home for the last three (3) years;
3. Work full-time and have been with the same employer for a minimum of one (1) year;
4. Household must have a minimum of one person per bedroom up to a maximum of two people per bedroom (the living room is not considered a bedroom);
5. Total gross household income must not exceed the income limits (see below);
6. Have sufficient savings to cover 1% downpayment and two (2) months of mortgage payments; and
7. Be pre-approved for a 30-year fixed rate loan from a lender or mortgage broker.

INCOME LIMITS

Household Size	Maximum income
1	\$69,600
2	\$79,500
3	\$89,475
4	\$99,375
5	\$107,325
6	\$115,275
7	\$123,225
8	\$131,175

This program currently has a waiting list, but the City is anticipating that the waiting list will be exhausted before all the homes have been sold. Applications received by the October deadline will be entered into a lottery and assigned a rank at random and entered onto a second waiting list. Once the first waiting list is exhausted, the application receiving the rank of #1 will be the first to be reviewed for completeness and eligibility. If the application is complete and the family is eligible, then the family will be offered a home to purchase. Once the home is in escrow, the purchaser must also complete 40 hours of volunteer service with Habitat for Humanity and complete an 8-hour HUD-approved homebuyer education program.

If applications remain after the homes have been sold, a waiting list will be maintained for possible future homes.

Application Check-List

Application form. Complete, leaving no blanks, and signed by all adult household members.

Release signed by all adult household members.

Proof of residency, such as a utility bill or copy of lease agreement.

Information about Income & Assets. See attached list of items.

Information about Family Members. See attached list of items.

Pre-approval letter from a lender or mortgage broker specifying the terms of the loan, total loan amount offered, and the monthly estimated PITI (payment on principle, interest, taxes and insurance).

Submit all materials listed above by 5:00 p.m. on Friday, October 8, 2010 to:

Norwalk Housing Authority
12035 Firestone Blvd.
Norwalk, CA 90650

If you have any questions, contact Kristin Maithonis or Stephanie Ruiz at (562) 929-5588.

An application received after the deadline, incomplete applications, and applications missing required supporting documents will be denied.

CITY OF NORWALK HOUSING AUTHORITY
12035 Firestone Blvd.
Norwalk, CA 90650-2908
(562) 929-5588

APPLICATION FOR THE NEIGHBORHOOD STABILIZATION PROGRAM

YOU MUST USE THE CORRECT LEGAL NAME FOR EACH MEMBER OF YOUR HOUSEHOLD AS IT APPEARS ON THE SOCIAL SECURITY CARD. LIST YOURSELF AND ONLY THOSE WHO ARE CURRENTLY LIVING WITH YOU. ALL ADULT MEMBERS OF THE HOUSEHOLD MUST SIGN. PLEASE PRINT. DO NOT LEAVE ANY BLANKS.

Applicant: _____ Phone numbers: Home: () _____
 Work: () _____
 Legal address: _____ Message: () _____

HOUSEHOLD COMPOSITION: Starting on the first line for the Head of Household, please supply the following information for all adults and children that will live in the home to be purchased. List adults first, then children. Enter one of the following codes in box 6 to identify the household relationship of each adult and child listed Attach extra pages if needed.

H = Head of Household **K** = Co-Head (not married) **Y** = Youth Under 18 **L** = Live-in Aide
S = Spouse (married) **F** = Foster Child/Adult **E** = Full Time Student over 18 **A** = Other Adult

1. Last Name & Sr, Jr, etc.	2. First Name	3. MI	4. Date of Birth	5. Sex M F	6. Relation H	7. Disabled Yes No
8. Race (Check One Box) White Black Native Hawaiian/Other American Indian/Alaskan Native Asian		9. Ethnicity (Check One Box) Hispanic or Latino Not Hispanic or Latino		10. Social Security Number		
1. Last Name & Sr, Jr, etc.	2. First Name	3. MI	4. Date of Birth	5. Sex M F	6. Relation	7. Disabled Yes No
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HOUSEHOLD INFORMATION

1. Does anyone live with you now who is not listed on page one? Yes No
2. Does anyone plan to live with you in the future who is not listed on page one? Yes No
 Explain if you answered yes to either question: _____

3. If any member of the household has disabilities, please describe any special housing needs your household has:

4. How many people live in your unit now? _____ How many bedrooms do you have? _____
5. What is your monthly rent payment? _____ What utilities do you pay? _____
6. Have you and/or your spouse ever owned a home, co-signed on a home loan, or had any partial ownership interest in a home? Yes No If yes, when? _____

INCOME: List all money earned or received by everyone listed on your application. This includes money from wages, self-employment, child support/alimony, Social Security, disability, Workers' Compensation, retirement benefits, welfare, Veterans benefits, rental property income, stock dividends, income from bank accounts, student financial aid, family contributions, and all other sources.

Household Member	Source of Income	Type of Income	Monthly Gross Income
			\$
			\$
			\$
			\$
			\$

BANK ACCOUNTS: List all checking and savings accounts (including IRAs, 401(k) accounts, mutual funds, Keogh accounts, and Certificates of Deposit) of all household members.

Household Member	Bank Name	Type of Account	Account Number	Balance
				\$
				\$
				\$
				\$
				\$

List all stocks, bonds, trusts, pensions, life insurance policies, or other assets owned by any household member:

VEHICLES: List all cars owned and/or leased.

Model	Year	License Plate No.	Monthly Payment	Balance Owed
			\$	\$
			\$	\$
			\$	\$

Habitat for Humanity “Sweat Equity” Requirement:

_____ I/We agree to provide a minimum of 40 hours of volunteer work for Habitat for Humanity.
Initial I understand that the work I perform may not be on the home I will be purchasing.

Initial

APPLICANT CERTIFICATION: I certify under penalty of perjury under State and Federal laws that the information given to the Norwalk Housing Authority on household composition, income and family assets is accurate and complete to the best of my knowledge and belief. I understand that false statements or information are punishable under State and Federal law and grounds for denial of my application.

Signature of Head of Household Date

Signature of Spouse/Co-head Date

Signature of other adult Date

Signature of other adult Date

Signature of other adult Date

Signature of other adult Date

WARNING: Title 18, Section 1001 of the United States Code, states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any Department or Agency of the United States. Making false statements is a felony under California State Law (Penal Code Sections: 115, 118, 487 and 532) and may result in criminal charges including Perjury, Grand Theft, Filing False Documents with a Public Office and Obtaining Money Under False Pretenses.

Authorization for the Release of Information

PHA requesting release of information:

City of Norwalk Housing Authority
 12035 Firestone Boulevard
 Norwalk, CA 90650

Authority: 42 U.S.C. 1437f and 3535(d), implemented at 24CFR 982.551(b).

Purpose: In signing this consent form, you are authorizing HUD and the above-named HA to request information including but not limited to: identity and marital status, employment income, welfare income, assets, residences and rental activity, Medical or Child Care Allowances, Credit and Criminal Activity. HUD and the HA need this information to verify your eligibility for assisted housing benefits and that these benefits are set at the correct level. HUD and the HA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.

Uses of Information to be Obtained: HUD is required to protect the information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, to Federal agencies for employment suitability purposes and to HAs for the purpose of determining housing assistance. The HA is also required to protect the information it obtains in accordance with any applicable State privacy law. HUD and HA employees may be subject to penalties for unauthorized disclosures or improper uses of the information that is obtained based on the consent form.

Who Must Sign the Consent Form: Each member of your household who is 18 years of age or older must sign the consent form. Additional signatures must be obtained from new adult members joining the household or whenever members of the household become 18 years of age.

Failure to Sign Consent Form: Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both. Denial of eligibility or termination of benefits is subject to the HA's grievance procedures and Section 8 informal review and hearing procedures.

Sources of Information: The groups or individuals that may be asked to release the authorized information include but are not limited to:

- Previous Landlords (including Public Housing Agencies)
- Courts and Post Offices
- Schools and Colleges
- Law Enforcement Agencies
- Support and Alimony Providers
- Past and Present Employers
- Welfare Agencies
- State Unemployment Agencies
- Social Security Administration
- Medical and Child Care Providers
- Veterans Administration
- Retirement Systems
- Banks and other Financial Institutions
- Credit Providers and Credit Bureaus
- Utility Companies

Consent: I consent to allow HUD or the HA to request and obtain any information from any Federal, State, or local agency, organization, business, or individual for the purpose of verifying my eligibility and level of benefits under HUD's assisted housing programs. I understand that HAs that receive information under this consent form cannot use it to deny, reduce or terminate assistance without first independently verifying the information obtained. In addition, I must be given an opportunity to contest those determinations.

This consent form expires 15 months after signed.

Signatures:

<u> X </u> Head of Household	<u> X </u> Date	<u> X </u> Social Security Number (if any) of Head of Household	
<u> </u> Spouse	<u> </u> Date	<u> </u> Other Family Member over age 18	<u> </u> Date
<u> </u> Other Family Member over age 18	<u> </u> Date	<u> </u> Other Family Member over age 18	<u> </u> Date

Penalties for Misusing this Consent:

HUD, the HA and any owner (or any employee of HUD, the HA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form. Use of the information collected based on this form is restricted to the purposes cited above. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000. Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the HA or the owner responsible for the unauthorized disclosure or improper use.

City of Norwalk

Neighborhood Stabilization Program

Please provide documents of all the items that pertain to you and your family members along with your application.

Information About Income and Assets:

1. Full Set of 2009 Federal & State Income Tax Returns: Include all schedules, W-2s and 1099s.
2. Employment Income - for every member of your family who works, provide the name, address, and telephone number of employer and **three (3)** current & consecutive paycheck stubs.
3. Benefit and Support Income – Provide current (dated within 60 days) award letter or check stubs for any member of your family who receives the following types of income:

Unemployment Compensation
Social Security
Supplemental Security Income (SSI)
Pension
Disability Income
Welfare (AFDC/TANF, GR) worker name, office address, case number
Alimony/Child Support-divorce documents and/or child support order
Regular support from family members or friends
4. Bank Accounts (checking, savings, CDs) – Provide **three (3)** current & consecutive bank statements (**ALL** pages).
5. Stocks, Bonds, Trusts, and Other Investments –Most recent statements on value of and income from investments (**ALL** pages).
6. Self-employment/Own business – Call the Housing Authority for details.

Information About Family Members:

1. Birth Certificates - for each member of the family.
2. Social Security Cards - for each member of the family.
3. Full Time Students – for any family member 18 years or older who attends school full time, bring name and address of school and copy of current class enrollment information.
4. Driver's License or Picture Identification Card – for each family member 18 years or older.
5. Immigration identification cards – of all family members who are not citizens.
6. Naturalized Citizens – Passport or Certificate of Naturalization of all family members who are naturalized citizens.