



Dear Interested Applicant,

Thank you so much for your interest in the ***City of Ponca City's Homebuyer Assistance Program***. Attached you will find a program overview, application and other important information regarding the program. Should you be interested, please fill this out, and return to my office with the requested documentation, so that the approval process can begin promptly.

The Homebuyer Assistance Program is for anyone who meets the guidelines, but *should you be a first time homebuyer it is a requirement of the program* that you complete a homebuyer education class.

Should you have any questions or need additional information, please don't hesitate to email me at [flanekb@poncacityok.gov](mailto:flanekb@poncacityok.gov) or call me at 580-763-4577. Thank you again for your interest in this great program, and I look forward to working with you!

Sincerely,

*Kacey B. Flanery*

Kacey Flanery  
Administrative Assistant

# The City of Ponca City Homebuyer Assistance Program

## PROGRAM OVERVIEW

*The City of Ponca City recognizes that most renters could afford to make monthly house payments, but the largest obstacle is saving money for a down payment and closing costs. The Homebuyer Assistance Program is designed to decrease the financial barriers preventing low to moderate income individuals and families from owning homes. The Homebuyer Assistance Program will provide qualified applicants with assistance for down payment and closing costs **up to \$3,500**.*

- The home must be purchased for **owner-occupancy**, not for investment or rental property.
- Applicant(s) must be a United States Citizen or a legal Resident Alien and a copy of Driver's License, Social Security Card and a copy of a valid Green Card must be provided at application.
- The property must be located **within the city-limits** of Ponca City, Oklahoma, and no portion of the property can be located in a flood zone.
- The City of Ponca City wants to ensure the home you are purchasing is a house that meets/exceeds our local housing quality standards. A Section 8 inspection conducted by one of our property inspectors will be required. Any problems noted will need to be addressed prior to closing.
- First-time homebuyers **must complete a Homebuyer Education Class and pass with a score of 70% or higher**. The class can be found online at:  
**[http://www.homebuyerfunds.com/online\\_homebuyer\\_education.htm](http://www.homebuyerfunds.com/online_homebuyer_education.htm)**.
- Assistance provided is in the form of a **five (5) year forgivable loan as a Second Mortgage**. The Loan depreciates 20% each year (at your anniversary/closing date) over a five-year period. If the buyer occupies the purchased property as their principle residence for 5 years, the loan is forgiven and the Second Mortgage will then be released. If the buyer moves, sells, or rents out the home, the City of Ponca City will recapture the pro-rated balance of assistance.
- Client will be required to pay **1% of the loan** amount towards the purchase.
- All debits and credits (including seller concessions) must be added to the Closing Disclosure prior to any grant funds being added to the Closing Disclosure. Primary Lender must approve the Closing Disclosure prior to review and approval by the City of Ponca City.
- See income requirements below.

Program income guidelines are 80% of the median income for Kay County as published by the U.S. Department of Housing & Urban Development. **Current (2019) maximum income levels are listed below.**

Size of Family Unit	(Gross) Annual Income
1	\$31,950
2	\$36,500
3	\$41,050
4	\$45,600
5	\$49,250
6	\$52,900
7	\$56,550
8	\$60,200

The Homebuyer Assistance Program is administered through the Community Development Block Grant program and funded by the City of Ponca City, the Oklahoma Department of Commerce, and the US Department of Housing and Urban Development.



**Application Packets may be picked up at the City of Ponca City, City Hall, 516 East Grand, Mon.-Fri. 8am to 5pm or mailed to you upon request. For more information, call Kacey Flanery @ 763-4577 or go to <http://www.poncacityok.gov/124/Grant-Administration>.**

**CITY OF PONCA CITY  
HOMEBUYER ASSISTANCE PROGRAM APPLICATION**

<b>HEAD OF HOUSEHOLD</b>	<b>SPOUSE (or Co-Applicant or Other Adult in Household)</b>
Name:	Name:
Social Security #:	Social Security #:
Date of Birth:	Date of Birth:
Age:	Age:
Race:	Race:
Phone Number:	Phone Number:
Email Address:	

**DEPENDENT INFORMATION (MUST RESIDE IN THE HOME)**  
For additional dependents, please attach a separate sheet of paper listing each dependent's information.

Name:	Name:
Social Security #:	Social Security #:
Date of Birth:	Date of Birth:
Race:	Race:
Name:	Name:
Social Security #:	Social Security #:
Date of Birth:	Date of Birth:
Race:	Race:

Present Mailing Address: \_\_\_\_\_  
 Do you Rent or Own: \_\_\_\_\_ How long? \_\_\_\_\_ Monthly Rent or Mortgage Amount \$ \_\_\_\_\_  
 Are you a first time homebuyer? \_\_\_\_\_  
 If so, have you attended the Homebuyer Education Class? \_\_\_\_\_  
 Subject Property Address: \_\_\_\_\_  
 Primary Lender's Name & Phone Number: \_\_\_\_\_  
 Realtor's Name & Phone Number: \_\_\_\_\_

**EMPLOYMENT INFORMATION:**

Employer's Name/Address/Phone:	
Title:	How long:
Gross Monthly Income: \$ (deducted)	(Before taxes or benefits are deducted)
Co-Applicant's Employer's Name/Address/Phone:	
Title:	How long:
Gross Monthly Income: \$ (deducted)	(Before taxes or benefits are deducted)
Other Income Source:	Amount: \$

**BANK INFORMATION:**

Your Bank's Name/Address:	
Last 4 digits of Acct #:	Average Monthly Balance: \$
Add'l Bank's Name/Address:	
Last 4 digits of Acct #:	Average Monthly Balance: \$

**DEBT INFORMATION:**

**Please list all bills (credit cards, stores, student loans, finance companies, banks) you owe. For additional debts, please attach a separate sheet of paper listing each debt.**

PAYABLE TO:	LAST 4 DIGITS OF ACCT #:	BALANCE:
		MONTHLY PAYMENT:

Do you pay Child Support? \_\_\_\_\_ If yes, Amount: \$ \_\_\_\_\_

Do you pay Alimony? \_\_\_\_\_ If yes, Amount: \$ \_\_\_\_\_

In the last 5 years, have you been involved with:

	YES	NO
Bankruptcy?	_____	_____
Liens/Judgments?	_____	_____
Lawsuits?	_____	_____
School Loans?	_____	_____

**ACKNOWLEDGEMENT & RECEIPT:**

I acknowledge that I understand the requirements of the City of Ponca City Homebuyer Assistance program and I have attached the following documentation:

- Household's last two most recent paystubs
- W-2 forms or tax returns for the last two years (and any other documentation that would verify my income, including SSI letter, alimony and / or child support checks.)
- Copy of Applicant(s) Drivers License(s)
- Copy of Applicant(s) Social Security Card(s)
- Copy of Dependent(s) Social Security Card(s)
- Copy of Homebuyer Education Class Certificate (if a first-time homebuyer)

**RELEASE:** I/We authorize the City of Ponca City to obtain information concerning verification of employment, rental history, bank account, credit history, and any other information deemed necessary to process my Application and request for loan program participation.

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Co-Applicant Signature                      Date



## STEPS TO HOMEOWNERSHIP Utilizing the Homebuyer Assistance Program

City of Ponca City  
Development Services Department  
516 E. Grand Ave.  
Ponca City, OK 74601  
580-763-8094

### Attend Home Buyer Education Class

Along with keeping track of your expenses, we recommend that you take the Homebuyer Education Class early in the process. The objective of this class is to help answer the many questions you will have and prepare you for the home buying process. Note: The **highlighted** terms below will be discussed in detail during the class.

### Request Homebuyer Assistance Application

Once the lender determines the estimated amount you are going to need, you may pick up a **Homebuyer Assistance Application** at the address above. After you have completed all of the Application requirements, you will receive a "Conditional Approval" letter. It is likely your lender will request a copy of the letter and your homebuyer education class certificate.

### Select a Mortgage Lender

Before looking for a home you should shop for a lender and **Pre-qualify** for a **Mortgage Loan**. There are many different types of lenders available and most do not charge for pre-qualifying. Be sure to take documents that explain your current income and debt in detail. You and your lender will determine what mortgage payment you can afford and what price range of home you can purchase. Let the home shopping begin!

### Write Contract on the Property

After you have found the house for you, a **Realtor** will help you complete an **Offer to Purchase Real Estate**. You may be asked to put forth **Earnest Money**, which will be determined by the seller and placed in an **Escrow Account**, a common amount is \$500 or more. If the offer is accepted by the seller you will have a **Contract** and a **Closing Date** will be set. If the offer is not accepted, you will receive your earnest money back. (If you are not utilizing the services of a real estate agent, the City of Ponca City recommends that you discuss the contract with a real estate attorney prior to signing.)

### Notify Lender of Sale Price

Notify your lender of the contract, closing date, and the sale price. You will also have to provide your lender with evidence that you have secured **Homeowners Insurance**. Based on the sale price and the cost of insurance, the lender will complete a **TILA-RESPA Integrated Disclosure** which will tell you the **Interest Rate** you will pay, how much your monthly payment will be and how much money you will need for **Down Payment and Closing Costs**. At this time, you will likely have to pay **Loan Application** and **Appraisal Fees**, which can cost from \$200 to \$500.

### Have the Home Inspected

Although you may receive a **Home Inspection** by an **FHA** or **VA** inspector thru your lender, you are encouraged to hire a **Professional Real Estate Inspector**. If you opt not to have either of those inspections, upon your request, the City can provide an inspection that will ensure that Local and State "Section 8" standards are met and it will take about 30 minutes. This inspection does not replace a thorough, professional home inspection, which should take about 3 hours. A professional inspection costs about \$200, but it could save you thousands of dollars in the long run. This is definitely something to consider if you are buying any home, especially an older home.

### Prior to Closing

Your Realtor and/or lender will set a closing date and make arrangements with a **Title/Closing Company**. It is **very important** that the Title/Closing Company know you are receiving down payment and closing cost assistance. The Title Company will prepare documents to convey ownership and disburse all funds to the appropriate parties. Now you can start making moving arrangements for moving into your new home!

**Congratulations!**