

Affordable Housing Corporation of Lake County
Affordable Plus Mortgage

Letter of Transmittal

Date: _____

Payment of \$100.00 fee: _____

Buyer(s): _____

Property Purchase Address: _____

Anticipated Date of Closing: _____

To submit an application, ALL of the following items must be submitted:

- _____ AHC's Release and Authorization Form
- _____ AHC's Disclosure Relating to Repayment Obligation Form
- _____ Mortgage Application
- _____ AHC's Certification of Income Form
- _____ 30 Days Pay stubs OR Verification of Employment for all Household Members
- _____ Mortgage Pre-Approval Letter
- _____ APM Personal Investment Certification Form
- _____ W2s and Tax Returns for Last Year
- _____ AHC's Auto Debit Form with Voided Check
- _____ Tri-Merge Credit Report
- _____ AHC's Monthly Debt-to-Income Worksheet Form
- _____ Automated Underwriting System (AUS) Findings
- _____ Home Inspection Report
- _____ Purchase Contract (*signed by both buyer and seller*)
- _____ Good Faith Estimate

The following items must be submitted no later than 5 days prior to closing:

- _____ Re-inspection Certification of Repairs (*if necessary*)
- _____ Copy of Multiple Listing/ or Advertisement of the Property
- _____ Appraisal Report
- _____ As-Built Appraisal Report (*on new constructions only*)
- _____ Title Report/Invoice & Wiring Instructions
- _____ Home Counseling Completion Certificate (*copy obtained from the borrower*)
- _____ "Watch Out for Lead-Based Paint Poisoning" Notification (*if constructed before 1978*)
- _____ Copy of Homeowners Insurance Declaration Page (*must have AHC mortgagee clause*)
- _____ AHC's Eligibility Certification Form
- _____ AHC's Disclosure to Voluntary Sellers Form
- _____ Mortgage Loan Commitment Letter (*signed by both buyer and 1st mortgage lender*)
- _____ Contact Information for borrower
- _____ Preliminary HUD-1 (*at least 24hrs. prior to closing*)
- _____ Post-Purchase Home Repair Policy (*only if applicable*)

Lender certifies, to the best of their knowledge, the above-named homebuyer(s) eligibility to participate in AHC's Affordable Plus Mortgage.

Contact Person's Signature

Title & Name of Lender

Phone: _____

Fax: _____

Submit to: Affordable Housing Corporation of Lake County
1590 S. Milwaukee Ave., Suite 312, Libertyville, IL 60048 * Tel: 847/263-7478 * Fax: 847/263-9381

**Affordable Housing Corporation of Lake County
Homebuyer Programs**

Release and Authorization Form

Buyer(s): _____

Property Purchase Address: _____

I/We, the above-named buyers, have applied for, or are currently applying for assistance from the Affordable Housing Corporation of Lake County ("AHC") in order to facilitate my/our purchase of the above-named property.

The purpose of this release and authorization form is to confirm that I/we agree (i) to provide and authorize release of information among all relevant mortgage lending and program-providing parties. This may include, but is not limited to, the First Mortgage Lender, Second Mortgage Lender, AHC, Illinois Housing Development Authority, County of Lake, and any other grant/loan-making entities.

Signed: _____

Date: _____

Signed: _____

Date: _____

**Affordable Housing Corporation of Lake County
Homebuyer Programs**

Disclosure Relating to Repayment Obligation

If approved for participation in a Homebuyer Program by the Affordable Housing Corporation of Lake County ("AHC"), I/we agree to execute the following documents as prepared in their customary form by the AHC:

- (i) a Promissory Note, in order to evidence my/our obligation to repay the amount of assistance that I/we may have received from the AHC pursuant to the First Time Homebuyers Program or the Affordable Plus Mortgage;
- (ii) a Second and/or Subordinate Mortgage(s) and/or Recapture Agreement, in order to secure my/our obligation to repay the amount of assistance that I/we may have received from the AHC pursuant to a Homebuyer Program; and
- (iii) such other documents as may be reasonably requested by the AHC.

Note that AHC acts as a conduit to distribute assistance originating from the Illinois Housing Development Authority and the County of Lake and the Homebuyer Investor Consortium, and as such, acts on behalf of those entities in this matter.

I/we understand that the assistance given to me/us by the AHC may come in the form of (a) a 0% interest, deferred loan that is to be repaid upon sale, cash out refinance, transfer of the Property and/or (b) a grant that will be fully forgiven after occupying the home for five years, but that will become payable in full upon sale, cash out refinance, or transfer of the Property and/or (c) a 30-year fixed rate at 4% interest. Assistance will also become due upon the occurrence of an Event of Default as that term may be defined in either the Promissory Note, the Second and/or Subordinate Mortgage(s) or any of the other documents executed by and between the Senior Lien Holder and me/us or by and between the AHC and me/us.

Signed: _____

Date: _____

Signed: _____

Date: _____

**Affordable Housing Corporation of Lake County
Homebuyer Programs**

Certification of Income

Buyer(s): _____

Property Purchase Address: _____

Closing Date: _____

The above-named buyers hereby certifies that:

1. This *Certification of Income* is being delivered in connection with the undersigned's application for funds from the HOME Investment Partnerships Program, Community Development Block Grant Program and/or the Illinois Housing Development Authority Trust Fund Program, for the homeownership programs offered by the AHC.
2. The below individuals will occupy the unit and total gross household income is as follows:

Occupant	Relationship	Age	Current Annual Income
	Head of Household		

Total gross household income as of closing date listed above is: \$ _____.

Please attach copies of the last 30 days of the most recent paycheck stubs or VOE and a copy of the most recent tax return & W2 for all household members over age 18.

I certify that the information above is true and complete to the best of my knowledge on the date hereof. In the event that this Certification of Income is executed more than 90 days prior to the closing date, I hereby agree to update and re-certify the accuracy of information provided within 90 days of closing.

Applicant: Head of Household _____ Date _____

Received by: AHC Homebuyer Program Administrator _____ Date _____

Affordable Housing Corporation of Lake County
Affordable Plus Mortgage
Personal Investment Certification

Buyer(s): _____

I/We certify to the Affordable Housing Corporation of Lake County (the "AHC") that, I/We have made the necessary personal investment required through the Affordable Plus Mortgage.

- (1) I/We have contributed \$1,000 (*or \$1,500 if price of the property is \$150,000 or more*) toward the down payment of the home.
- (2) I/We will pay a fee of \$750 to the Affordable Housing Corporation of Lake County through the title company at the time of closing. I/We understand that this fee offsets the AHC costs of education, counseling and loan administration.
- (3) I/We understand that the second mortgage lender will notify AHC of any mortgage payment that is more than 30 days delinquent. In the event that this occurs, I/We agree to come to the AHC office for a default prevention counseling session and to remain in contact with the housing counselor for as long as AHC deems necessary. I/We understand that multiple counseling sessions will be required if multiple delinquencies occur.

Signed: _____ Date: _____

Signed: _____ Date: _____

Affordable Housing Corporation of Lake County
Affordable Plus Mortgage

Automatic Loan Payment Request and Authorization

Deposit Bank Name	
Deposit Bank Address	
Deposit Bank ABA#	
Deposit Account Number	
Loan Account Number	
Loan Payment Amount	
Payment Due Date	
Automatic Debit Start Date	

PLEASE ATTACH A VOIDED CHECK FROM THE DEPOSIT ACCOUNT.

It is mutually agreed that the above loan payment account will be debited monthly from the above deposit account for the amount specified beginning on the above date. If joint account both signatures on account required.

Account Holder Printed Name: _____

Signature: _____ Date: _____

Joint Account Holder Printed Name: _____

Signature: _____ Date: _____

Affordable Housing Corporation of Lake County Monthly Debt to Income Verification Worksheet

Buyer(s): _____

Property Purchase Address: _____

1. List below the monthly income for ALL borrowers:

	Employment	Support/Maintenance	Other Income	Total Income
Borrower 1				
Borrower 2				
All Others				
Total Monthly Income				\$

2. List below the monthly creditor obligations for ALL borrowers:

Creditor	Monthly Payment
Anticipated PITI(A)	
Car Payment 1	
Car Payment 2	
Credit Card 1	
Credit Card 2	
Credit Card 3	
Other (specify)	
Other (specify)	
Other (specify)	
Other (specify)	
Other (specify)	
Total Monthly Debt Obligations	
\$	

3. Divide total monthly debt obligations by total monthly income: _____

We certify that the above information is accurate to the best of our knowledge:

Applicant: Head of Household Date

Mortgage Loan Officer Date

Affordable Housing Corporation of Lake County Homebuyer Programs

“Watch Out For Lead-Based Paint Poisoning”

The property you are purchasing was constructed before 1978. There is a possibility it contains lead-based paint. *Please read and sign* the following information concerning lead-based paint poisoning.

Sources of Lead Based Paint

The interiors of older homes often have layers of lead-based paint on the walls, ceilings, windowsills, doors and doorframes. Lead-based paint and primers may also have been used on outside porches, railings, garages, fire escapes and lampposts. When the paint chips, flakes or peels off, there may be a real danger for babies and young children. Children may eat paint chips or chew on painted railings, windowsills or other items when parents are not around. Children can also ingest lead even if they do not specifically eat paint chips. For example, when children play in an area where there are loose paint chips or dust particles containing lead, they may get these particles on their hands, put their hands into their mouths, and ingest a dangerous amount of lead.

Hazards of Lead-Based Paint

Lead poisoning is dangerous -- especially to children under the age of seven (7). It can eventually cause mental retardation, blindness and even death.

Symptoms of Poisoning

The following may be signs of lead poisoning in a child; cranky or irritability, not eating normally, stomachaches and vomiting, complaints about headaches, and unwilling to play. Many times though, there are no symptoms at all. Because there are no symptoms does not mean that you should not be concerned if you believe your child has been exposed to lead-based paint.

Advisability and Availability of Blood Lead Level Screening

If you suspect your child has eaten chips of paint or someone told you this, you should take your child to the doctor or clinic for testing. If the test shows that your child has an elevated blood lead level, treatment is available. Contact your doctor or local health

department for help or more information. Lead screening and treatment are available through the Medicaid Program for those who are eligible.

Precautions to Take to Prevent Lead-Based Paint Poisoning

You can avoid lead-based paint poisoning by performing some preventive maintenance. Look at your walls, ceilings, doors, doorframes and windowsills. Are there places where the paint is peeling, flaking, chipping, or powdering? If so, there are some things you can do immediately to protect your child:

- Cover all furniture and appliances;
- Dust containing lead can be a health hazard. ***DO NOT*** vacuum loose paint. Sweep and damp mop;
- Sweep up all pieces of paint and plaster and put them in a paper bag or wrap them in newspaper. Put these packages in the trashcan. ***Do not*** burn them;

- ***Do not*** leave paint chips on the floor or in window wells. Damp mop floors and windowsills in and around the work area to remove all dust and paint particles. Keeping these areas clear of paint chips, dust and dirt is easy and very important, and;
- ***Do not*** allow loose paint to remain within your children's reach since children may pick loose paint off the lower part of the walls.

Home Owner Maintenance and Treatment of Lead-Based Paint Hazards

As a homeowner, you should take the necessary steps to keep your home in good shape. Water leaks from faulty plumbing, defective roofs and exterior holes or breaks may admit rain and dampness into the interior of your home. These conditions damage walls and ceilings and cause paint to peel, crack or flake. These conditions should be corrected immediately. Before repainting, all surfaces that are peeling, cracking, chipping or loose should be thoroughly cleaned by scraping or brushing

the loose paint from the surface, then repainted with two (2) coats of non-lead-based paint. Instead of scraping and repainting, the surface may be covered with other materials such as wallboard, gypsum, or paneling. Beware that when lead-based paint is removed by scraping or sanding, a dust is created, which may be hazardous. The dust can enter the body either by breathing it or swallowing it. The use of heat or paint removers could create a vapor or fume which may cause poisoning if inhaled over a long period of time. Whenever possible, the removal of lead-based paint should take place when there are no children or pregnant women on the premises. Simply painting over defective lead-based paint surfaces does not eliminate the hazard. Remember that you as an adult play a major role in the prevention of lead poisoning. Your actions and awareness about the lead problems can make a big difference.

I have received a copy of the Notice entitled "Watch Out For Lead-Based Paint Poisoning"

Date

Print Full Name

Signature

Print Full Name

Signature

**Affordable Housing Corporation of Lake County
Homebuyer Programs**

Eligibility Certification Form

Buyer(s): _____

Property Purchase Address: _____

I/We, the above-named buyers hereby certify to the Affordable Housing Corporation of Lake County (the "AHC") that, as of the date set forth below that I/We:

- (i) have not owned a home within the last three years or, in the alternative, I am a single person, a displaced homemaker, a single parent, or have otherwise met the waiver requirements of the first-time homebuyer eligibility requirement;
- (ii) have submitted annual income documentation to _____ ("Lender") that is true and complete in all material respects;
- (iii) will occupy and maintain the home located at the above-named property address as my/our principal residence until said property is sold or transferred;
- (iv) will request no disbursements of funds from Lender until those funds are needed for payment of costs incurred in acquiring the Property; and
- (v) the total number of persons that will live at the address stated above will be _____. (The same total reflected on the Certification of Income Form).

I/We understand and agree that the assistance being provided to me/us through the homebuyer programs offered by the AHC is subject to re-payment to the AHC: (i) if any of the above statements are found to have been false as of the date set forth below; (ii) if, at any time prior to sale or transfer of the Property, I/we cease to occupy and maintain the Property as my/our principal residence; and (iii) upon sale or transfer of the Property after the date hereof.

Signed: _____

Date: _____

Signed: _____

Date: _____

Affordable Housing Corporation of Lake County

Affordable Plus Mortgage

Title Policy & Homeowners Insurance Requirements

All Affordable Plus Mortgages must have the Affordable Housing Corporation of Lake County identified in a mortgagee clause that is written exactly as follows on both the title policy and homeowners insurance:

**Affordable Housing Corporation of Lake County
Its Successors and/or Assigns
1590 S. Milwaukee Avenue, Unit# 312, Libertyville, IL 60048**

Please provide AHC with a full copy of the title policy as well as the declaration page of the homeowners insurance.

**Affordable Housing Corporation of Lake County
Homebuyer Programs**

Disclosures to Voluntary Sellers of Residential Real Estate/No Displacement

Date: _____ **Purchase Price:** _____

Appraised Value: _____

Property Purchase Address: _____

Seller: _____

Buyer: _____

This is to inform you that the above-named buyer would like to purchase the above-named property if a satisfactory agreement can be reached. The buyer is prepared to pay the above-named for clear title to the property under the conditions described in the attached proposed contract of sale. Because federal funds may be used in the purchase, we are required to disclose to you the following information:

1. The sale is voluntary. If you do not wish to sell the above-named property, then the purchaser will not acquire your property. The purchaser does not have the power to acquire your property by condemnation (i.e., eminent domain).
2. We estimate the Fair Market Value of the property to be the appraised value as stated above.

Because the purchase would be a voluntary, arm's length transaction, you would not be eligible for relocation payments or other relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition policies Act of 1970 (URA), or any other law or regulation. Also, this offer is made on the condition that no tenant will be permitted to occupy the property before the sale is completed. Please understand that if you do not wish to sell your property, we will take no further action to acquire it. If you are willing to sell the property under the conditions described in the attached contract of sale, please sign the disclosure and return it to us.

By signing this disclosure, the seller is also certifying that the property was not leased at the time the contract was signed and that no one is being displaced by the sale of the property. If you have any questions about this matter, please contact the Affordable Housing Corporation of Lake County at (847) 263-7478.

Buyer's Signature

Seller's Signature

Buyer's Signature

Seller's Signature

**Affordable Housing Corporation of Lake County
Homebuyer Programs**

Borrower(s) Contact Information Sheet

Borrower Name: _____
Phone: _____
Alt. Phone: _____
Email Address: _____

Co-borrower Name: _____
Phone: _____
Alt. Phone: _____
Email Address: _____

Alternate Contact (not living in home such as a relative):

Phone: _____
Alt. Phone: _____
Email Address: _____