



## 1 Documents Needed to Submit a File for Downpayment Assistance Loan Underwriting:

**We cannot accept pictures or screenshots of documents. Please fax, email, or upload scanned documents.**

**How to scan using a phone:** [youtube.com/watch?v=\\_LUcrGAZgcl](https://www.youtube.com/watch?v=_LUcrGAZgcl)

Qualifications are based on household size and must include income from all household members (wages, child support, etc.)

### DOCUMENTS NEEDED FROM CLIENT:

- 90 days of paystubs:
  - If paid weekly: 14 paystubs
  - If paid bi-weekly: 7 paystubs
  - If paid semi-monthly (15th/30th): 6 paystubs
  - If paid monthly: 3 paystubs
- Most recent tax return
- If self-employed only: Most recent tax return, 3 months profit & loss and statement
- Most recent bank statements for ALL bank accounts: checking (last 6 months) and savings (1 month)
- Other income documents such as child support order, social security award letter, pension stubs, etc. for all household members who will reside in the new property

### DOCUMENTS NEEDED FROM THE FIRST MORTGAGE LENDER:

- Credit Report
- Loan Estimate
- Form 1003 – Loan Application

### DOCUMENTS NEEDED FROM AGENT:

- URA Property Disclosure (signed by property seller)
- Fully Executed Sales Contract

#### ALL DOCUMENTS CAN BE SENT TO:

Beyond Housing Lending Department  
bhending@beyondhousing.org  
or eFax to 314-376-5893

#### ANY PROGRAM QUESTIONS CAN BE SENT TO:

bhending@beyondhousing.org  
314-376-5854

#### CREATE A SECURE ONLINE ACCOUNT

<https://sforce.co/2Uh7YdW>  
Documents can be uploaded online in addition to email or eFax.

## 2 Once approved for Downpayment Assistance, clients will receive an approval letter. The items listed below are then required.

It is the buyer's responsibility to share this list with their Lender and Agent.

### FROM THE CLIENT:

- Completion of homebuyer education and one-on-one counseling required at least 10 days before closing

### FROM THE FIRST MORTGAGE LENDER:

- Loan Commitment
- Title Commitment
- Appraisal
- Flood Certification (properties in flood zone are NOT eligible)
- Homeowners Insurance Certificate

### FROM THE AGENT:

- Inspection report by an ASHI/NACHI certified inspector
- Signed inspection notice
- Termite inspection, along with proof of any treatment
- Passed first time homebuyer Inspection with Visual Lead from DPA jurisdiction (St. Louis County, Florissant, Jefferson County, St. Charles County, or O'Fallon). Instructions for ordering it are provided with the DPA approval letter.
- Municipal Occupancy Permit (If applies. Many municipalities require occupancy inspection which is different from the first time homebuyer Inspection above. Examples include Hazelwood and Arnold.)

## 3 Once we have received all documents, we will need final figures at least 24 hours prior to closing.

The DPA loan is a "soft" second mortgage with a Note and Deed. **Please keep us in the loop when scheduling closing** so we are able to attend.



## Downpayment and Closing Costs Assistance Loan Program

### NeighborWorks® Home Ownership Center

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#### OVERVIEW AND REQUIREMENTS:

- **Must be a first time homebuyer-** defined as having not owned a home in the past three years or having lost a home due to divorce and have custody of children from the divorce (St. Charles County/O'Fallon do not require the client to be a first-time buyer)
- **Homebuyers must complete homebuyer education and one-on-one counseling at least 10 days before closing.** The course fee is \$125 with the one-on-one counseling fee of \$75.00 per household.
- **Five-year forgivable loan information: 0% interest and no monthly payment**
  - \$6,000.00 for St. Louis County
  - \$7,000.00 for the City of Florissant
  - \$5,000.00 for Jefferson County
  - \$10,000.00 for St. Charles County
  - \$10,000.00 for City of O'Fallon

#### IF YOU ARE APPLYING FOR A DOWNPAYMENT & CLOSING COSTS

##### ASSISTANCE LOAN (DPA):

1. Submit a copy of your signed (by you and the seller) sales contract as far in advance as possible in order to reserve funds. Funds are reserved on a first-come, first-served basis.

2. The purchase price must NOT exceed:

Jurisdiction	Existing Home Limit	New Construction Home Limit
St. Louis County (including Florissant)	\$200,000	\$275,000
St. Charles County (including O'Fallon)	\$242,000	\$320,000
Jefferson County	\$196,000	\$275,000

3. Your total household gross income\* must NOT exceed:

*\* For income guideline purposes, we must include all people living in the new home with the buyer and their income from all sources such as wages, disability, pension, SSI, child support, etc.*

Household Size	1	2	3	4	5	6	7	8
Household Income Limit	\$56,320	\$64,320	\$72,400	\$80,400	\$86,880	\$93,280	\$99,760	\$106,160

\* Other requirements and conditions apply. Please contact us with any questions.