

First-Time Homebuyer Program

Department of Neighborhood Development

The Boston Home Center

Application Checklist

- Completed and signed Program Application
- Copy of Homebuyer 101 Certificate (**CHAPA** approved provider)
- Copy of Purchase and Sale Agreement, or copy of Signed and Accepted Offer
- Copy of Pre-Approval or Prequalification Letter from a Boston Home Center Participating Lender
- A completed, signed W-9 form, available at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- **No Child Support Affidavit** for any household member under the age of 18 years old for whom the applicant or co-applicant is not receiving child support

The following for all household members 18 years of age or older that intend to occupy the property:

- Copy of last three years signed Federal Tax Returns with all schedules
- Copy of the last 3 years W-2 forms
- Pay stubs for the last 30 days
- If self-employed, a year-to-date Profit and Loss Statement
- Proof of income from all other sources such as Social Security Award Letter, Unemployment Compensation, Pension, etc.
- 3 current months asset statements from all Financial Institutions, including banks, 401ks, stocks, bonds, credit unions, etc.
- Copy of School Transcripts for full-time students over 18 years of age
- **No Income Affidavit** for part-time students, or those who are unemployed



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How to Apply

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Applicants are **strongly encouraged** to submit their application electronically.

Online Submission Instructions:

Please name your document using BHC's naming convention format: **APPaddress** (for example: APP23MainStreet). Please submit your response as a single PDF if you are able.

If you must submit multiple documents, please add to the document name a number to account for all parts of the document (for example: **APPaddress.1** and **APPaddress.2**).

Follow instructions outlined below to upload your application:

1. In browser, input URL: <https://transfer.boston.gov> (a graphic and words appear - "File Server - Serv-U").
2. Enter **user name: BHC_FirstTimeHomeBuyers** and **password: buyahome#**; Click "Login"
3. Select "Upload"; click on "Choose File"; select the file to be uploaded; click on "Open"; click on "Upload";
4. After the file is uploaded, you will be returned to the "Choose File" screen; click on "Close".

Note: You will not receive a confirmation that your upload was successful. Once submission is uploaded, you will not be able to access your uploaded file. If you need to edit your paperwork you will have to resubmit the paperwork following these instructions from the beginning.

To confirm submission is received by transfer.boston.gov, please send a request via email **HomeCenter@boston.gov**.

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If you're unable to submit electronically, please mail the completed application to:

The Boston Home Center
26 Central Ave
Hyde Park, MA 02136

Note: If you are completing this application on a cell phone, please download the free app Adobe Fill & Sign on [iPhone](#) or [Android](#). Without using an app, it will be challenging to complete the application on your phone.

I. Applicant Information

Applicant: _____
SS# _____ First _____ MI _____ Last _____

Address: _____
Street _____ City _____ State _____ Zip _____

Date of Birth: _____ Phone: _____
Cell _____

Home _____ Work _____

US Citizen? Y N Resident Alien? Y N

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Co-Applicant: _____

First

MI

Last

SS# _____

Email _____

Address: _____

Street

City

State

Zip

Date of Birth: _____

Phone: _____

Cell

Home

Work

US Citizen?

Y

N

Resident Alien?

Y

N

II. Subject Property

Please respond to the questions below about the property being purchased.

Property Address: _____

Neighborhood: _____ Boston, MA Zip Code: _____

Type of Property. **Please check only one:**

Single-Family

Two-Family

Three-Family

Condominium

Date of Construction of Property: _____

Proposed Closing Date From:

Purchase & Sale Agreement: _____

or

Signed & Accepted Offer: _____

Purchase Price: _____

Mortgage Lender: _____

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III. Household Income Information

Number of persons who intend to reside in the property: _____

Please list them below:

Household Member Name	Date of Birth	Relationship to Applicant	Gross Annual Income
		Applicant	

Total Household Income: _____

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IV. Household Assets Information

Cash, Bank Accounts, Investment Accounts, etc.

Name of Account Holder	Institution	Account Number	Account Balance

Total: _____

Retirement and 401(k) Accounts

Name of Account Holder	Institution	Account Number	Account Balance

Total: _____

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VI. Affirmative Marketing Information

Please complete the following section to assist us in fulfilling our affirmative marketing requirements. Your response is voluntary and will not affect your application.

Race of Applicant:

American Indian
Or Alaskan Native

Native Hawaiian
or other Pacific Islander

Asian

White

Black or African American

Other: _____

Is the Applicant Hispanic or Latino?

Yes

No

Is the Applicant disabled?

Yes

No

Is the Applicant a Female Head of Household?

Yes

No

Is the Applicant over 62 years of age?

Yes

No

How did you hear about this program (check all that apply)?

Newspaper Ad

Homebuyer 101 Class

Boston Home Center Website

Friend

Postcard at Home

Financial Assistance Class

Web Ad

Other: _____

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VII. Sign and Date

I declare under penalty of perjury that the foregoing information is true, accurate, complete and correct in all respects. I understand that under the False Claims Act, 31U.S.C§§ 3279-3733, those who knowingly submit, or cause another person or entity, to submit false claims for payment of government funds, are liable for three times the government's damages plus civil penalties per each false claim.

Applicant (print name)

Applicant Signature

Date

Co-Applicant (print name)

Co-Applicant Signature

Date

By checking this box, I acknowledge that typing my name is a substitute for formally signing this document.

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DEFINITIONS

First-time Homebuyer: Individual who has had no ownership in a principal residence during the 3-year period, ending on the date of purchase (closing date) of the property:

- Any individual whose ownership of a home was with a former spouse while married;
- Any individual who is a displaced homemaker, or single parent; and
- Any individual who has only owned a principal residence not permanently affixed to a permanent foundation, or a property that was not in compliance with State, local, or model building codes and cannot be brought into compliance for less than the cost of constructing a permanent structure.

Actual Principal Residence: The residence where the buyer normally eats and sleeps and maintains his, her or their personal and household effects; and is occupied, or intended to be occupied, by the buyer has his/her or their home and not intended as an investment property or a vacation home or used primarily in a trade or business. Buyer must reside in the property five (5) out of seven (7) days of the week, and should he/she or they be absent for vacation, business or any other reason, the absent days may total no more than sixty (60) days consecutively in any year except for a hospital stay.

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Household: Household Member will be defined, at time of application as:

- Persons regularly living together, related by blood, marriage, adoption, guardianship or operation of law;
- Or who are not so related, but share income and resources and intend to occupy the DND Unit as their permanent primary residence.

Legally married couples shall both be considered part of a household. However, if an individual is "separated," the spouse will not be considered part of the household if the applicant can sufficiently document that the spouse is living separately.

Individuals purchasing together, i.e., co-buyers, who are currently living in separate households, will for the application be considered household members.

DND will consider other circumstances that do not meet this definition if sufficient documentation and/or notarized affidavits are provided.

DND may also require additional documentation as needed to ensure compliance with the intent of the program.

Applicability of this Definition: DND homeownership programs, including financial assistance and deed restricted homeownership units. This policy applies to eligibility certifications undertaken at any point during the lottery and purchase process.

Annual Income: Represents the amount of money a person earns in one year from all sources before taxes.

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Household Annual Income: The combined income of all persons who intend to live in the dwelling. **Income sources include, but are not limited to:**

- The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
- Interest, dividends, and other net income of any kind from real or personal property;
- The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts;
- Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay;
- Welfare assistance payments;
- Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling;
- All regular pay, special pay and allowances of a member of the Armed Forces.

Assets: Assets include all bank or financial accounts, whether in cash, equity in real estate, investment funds, or any other item of value. The only exception is government-approved retirement funds and college savings plans. If a retirement plan or college savings plan is to be liquidated to support the home purchase, only then will it be added to the asset calculation.

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Terms and Conditions

Note, the use of the singular “I” or “my” below, shall include the plural in the case of more than one homebuyer.

1. The responsibility of the attorney for the mortgagee is to protect the interest of the mortgagee.
2. Mortgagors may, at their own expense, engage an attorney of their selection to represent their interests in the transaction.

I, _____, do hereby apply for Financial Assistance under the down payment and closing costs assistance program from The Boston Home Center. I hereby certify and warrant as follows.

- The Household Income Information includes all persons who intend to reside in the dwelling, which I will occupy. I have included their age(s), relationship to me, their source(s) of income, and current annualized gross income from all sources (both taxable and non-taxable income), including but not limited to: **earnings, overtime, IRA distributions, part-time employment, bonuses, dividends, interest, annuities, pensions, Veterans Administration (VA) Compensation, gross rental or lease income, commissions, deferred income, welfare payments, social security benefits, disability payments, alimony, support payments, public assistance, sick pay, unemployment compensation, and income received from trusts, businesses activities, and investments.**
- I understand that I must use an approved City of Boston Participating Lender and approved mortgage product that complies with the conforming Fannie Mae loan limits.
- I understand that, prior to receiving Financial Assistance, I will be required to sign a Promissory Note and Mortgage for the full amount of the assistance received.
- I shall occupy the home I am purchasing as my primary residence within sixty (60) days of the date of closing unless otherwise agreed upon by the City of Boston Department of Neighborhood Development (DND) and shall continually occupy the home thereafter.

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- I also believe in good faith that I am moving into a vacant unit and my occupancy will not displace tenants or the previous owner. I understand that at least one unit must be vacant when I move in.
- I will not raise the rents of tenants in an effort to cause them to move from the property within my first year of ownership.
- I will live in this property as my primary residence for the term of this loan.
- I have not owned a property for the past three (3) years.
- I acknowledge the condominium conversions are not allowed during the mortgage term.
- I am aware that if I am income eligible as defined by HUD, and I purchase a property built before 1978, a Visual Paint Inspection of the property will be required prior to my closing.
- I am aware that within six (6) months of closing I must complete the required "Homeowner 201" class conducted by MAHA.
- I understand that the loan shall be due and payable upon:
 - a. The sale or transfer by of any ownership interest whatsoever in the property or refinancing of the property.
 - b. If I cease to maintain the property as my principal residence.
 - c. If I violate any of the terms of the promissory note or mortgage.

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Affirmations

- I have never been convicted of arson or tenant harassment or been found in violation of Fair Housing laws.
- I am not presently a defendant in an arson case, nor am I a defendant in a Fair Housing matter.
- I am not presently a defendant in mediation with the Boston Fair Housing Commission or the Massachusetts Commission Against Discrimination.
- I have no outstanding real estate tax obligations to the City of Boston.
- I certify that neither I, nor any member of the household immediate family member, is currently or has been within the past twelve (12) months, an employee, agent, consultant, officer, or elected or appointed official of the City of Boston Department of Neighborhood Development. For purposes of this disclosure, "immediate family member" shall include parents, spouse, siblings, or children, irrespective of their place of residence.
- I am aware that the information contained herein is subject to verification by DND or its agents.
- I hereby give permission to my lending institution to release confidential materials relevant to my mortgage loans to DND or its respective agents, for the purpose of verifying information contained in this application. This application may be reproduced, and that copy shall be as effective as this original consent.
- I declare under penalties of perjury that the foregoing information is true, accurate, complete to the best of my beliefs. I hereby authorize the City of Boston to independently verify the information provided here and also to investigate my records of credit. I certify that I have read the Terms and Conditions of this Program Disclosure and I agree to the Terms and Conditions.

Applicant (print name)

Applicant Signature

Date

Co-Applicant (print name)

Co-Applicant Signature

Date

By checking this box, I acknowledge that typing my name is a substitute for formally signing this document.

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