Hallandale Beach
COMMUNITY REDEVELOPMENT AGENCY

Hallandale Beach Community Redevelopment Agency

First-Time Homebuyer Program Policy

The deadline to apply for any of the programs for Fiscal Year 2023-2024 is June 27, 2024.

The deadline to apply for any of the programs for Fiscal Year 2024-2025 is June 26, 2025.

Revision September 2023
Creation - November 2013

Table of Contents

Introduction **3**
Definitions **3**
Programs Overview **5**
Eligibility Requirements **5**
Terms and Fees **6**
Required Documents **7**
Application **8**
Certification **12**
Broward County Median Income Chart **13**
CRA Boundary Map **14**

INITIAL [ ]

Introduction

The mission of the Hallandale Beach Community Redevelopment Agency (CRA) is to foster and directly assist in the redevelopment of the Community Redevelopment Area in order to eliminate slum and blight, thus improving the attractiveness and quality of life of the area and the City of Hallandale Beach as a whole. The CRA's Implementation Plan, which is available to the public on the CRA's website, provides the framework for projects and activities intended to accomplish this mission, and offers objectives for redevelopment of the area that is also consistent with the citizens' visions as expressed through various neighborhood and area planning initiatives. The policies used to accomplish these goals are targeted at businesses and residents respectively.

Definitions

Administrative Fees: Fees charged to NIP applicants to cover the HBCRA incurred costs to administer the NIP and Hurricane Rebate Program; such fees include but are not limited to an application fee, re-inspection fee and subordination fee.

Affordable Housing: A situation where the cost of monthly rents or monthly mortgage payments including taxes, insurance, and utilities do not exceed 38% of a household's adjusted gross monthly income. This is based on the median average income for the household size and primarily applies to very low, low, and moderate income households.

Assets: Cash or items of value that can be converted to cash and used as collateral to secure financing.

Assumption of Mortgage: When a buyer purchases a home and agrees to take over the existing mortgage debt on the house from the seller.

Community Redevelopment Agency: The Community Redevelopment Act of 1969, codified as Part III of Ch. 163, F.S., was enacted to enable counties and municipalities to eliminate and prevent the development or spread of slums and urban blight, to encourage needed community rehabilitation and to provide for the redevelopment of slums and blighted areas.

Cooperative: – the form of ownership of real property wherein legal title is vested in a corporation or other entity and the beneficial use is evidenced by an ownership interest in the association and a lease or other monument of title or possession granted by the association as the owner of all the cooperative property.

Debt to Income Ratio: The percentage of a person or household's monthly gross income that goes toward paying debts.

Default: When a borrower is unable to fulfill the obligations of his/her loan agreement.

First Right-of-Buyback: The right to have the first opportunity to purchase the property from a buyer when the buyer decides to sell or convey the property. The HBCRA, at its option, may purchase the property at the Market Value (as appraised) minus the principal assistance amount and any applicable deductions.

INITIAL [ ]

Grant: For the purpose of this Policy is that portion of the loan or the financial assistance which is forgiven and not required to be paid back to the HBCRA.

Hallandale Beach Community Redevelopment Agency (HBCRA): The Community Redevelopment Agency of Hallandale Beach.

Homestead: in Florida, an individual's primary residence.

Loan Agreement: A contract which regulates the terms of a loan.

Market Value: The amount that a buyer agrees to pay a seller, determined by the appraised value of the property.

Mortgage and Promissory Note: A legal document that states that a borrower obtaining a loan is obligated to repay it within the specified time period and provides a security interest in the form of a lien in favor of the lender against the home if the borrower fails to fulfill the terms.

Principal: The currently unpaid balance of a loan, not including interest (if applicable).

Proceeds of Sale: The difference between the purchase price of a property at the time the property was conveyed to the buyer and the sale price of the property at a subsequent time when the buyer intends to sell or convey the property.

Rehabilitation: the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient, contemporary use while preserving those portions which are significant to its historic, architectural and cultural values.

Restrictive Covenant: A provision and/or contract restricting or limiting the use or sale of the property in some manner.

Satisfaction of Mortgage: A document acknowledging the payment of a mortgage debt.

Subordination: A loan (or security) that ranks below other loans (or securities) with regard to claims on assets or earnings. HBCRA will only subordinate to 2nd lien position. HBCRA will not subordinate in the case of a cash out transaction.

Sweat Equity: increased value from a property due to the owner performing the labor when renovating or improving that property.

Transfer: Any change in ownership which is different from the name (s) on the original mortgage and promissory note.

INITIAL [ ]

FIRST TIME HOMEBUYER (FTHB)

Program Overview

The First Time Homebuyer Program provides up to $100,000 in down payment assistance for the purchase of a first home in the CRA district. These funds are available to affordable housing buyers (whose income is between 50 and 120 percent of the Broward County median income guidelines) to be used for gap funding and closing costs. To assist buyers who are purchasing condominiums where the lender requires mandatory equity contributions, the HBCRA could provide up to $25,000 of the $100,000 subsidy as an initial forgivable loan to cover this cost. Therefore, this portion of the loan will not be considered part of a second mortgage but an outright grant.

The program also provides an incentive of up to $10,000 in down payment assistance for workforce housing buyers whose income is above 120% but not more than 140% median. An additional $5,000 incentive is available for first responders, teachers and nurses.

Eligible Uses

Assistance may only be used for gap funding and closing costs for an existing single family home, townhouse, or condominium or for the construction of new single family home.

Eligibility Requirements

- Applicant must meet the gross income requirement (current Broward County Median Income guidelines) to participate in the program.
- Applicant who has never owned a home or has not owned a home for at least three (3) years.
- Applicant who has not filed bankruptcy with the last three years.
- Applicant must be a US citizen or permanent legal resident of the United States in order to qualify and must have resided in the State of Florida for at least 12 months.
- No more than 38% of the applicant's gross income can be spent on housing (mortgage payment, mortgage insurance, property taxes and property insurance) and 45% for total expenses.
- A minimum credit score of 640 is required to participate in this program.
- Applicant is required to attend an 8-hour HUD certified first time home buyer's course, get a certificate and submit it along with application.
- Applicant must submit a pre-approval letter, for a first mortgage, from a qualified lender when submitting application.
- Applicant must contribute at least $2,000 of his/her own monies towards the purchase price.
- Affordable housing applicant must agree to occupy the home, as primary residence for at least 10 years after purchase. Workforce housing applicants must agree to occupy the home, as primary residence, for at least 5 years after purchase.
- If the buyer closes after Broward County's homestead deadline, then the buyer must agree to homestead the property within a year of closing.
- All property taxes, homeowner's insurance and City utilities must remain current after purchase.
- Applicant must submit an executed sales & purchase agreement within 45 days after the application has been submitted to the HBCRA office in order to determine amount of funding assistance.
- Applicant is required to plant a tree as part of participation in the program. The tree will be provided by the HBCRA (not applicable to condominium buyers).

Additional required documents:

The following documents are required from the title company or closing agent at least ten (10) business days prior to closing if the applicant is approved for the subsidy.

INITIAL [ ]

- Property inspection report
- Appraisal
- Title policy commitment
- Bank loan commitment
- Loan disclosure statement

The property must pass the home inspection to be considered for the program. Sales price must be comparable to appraisal.

Loan Terms

Affordable Housing:
The maximum loan amount will be $100,000. The loan will be a zero percent (0%) forgivable loan for a ten-year period. If the recipient sells or conveys the property before the tenth year of residency, repayment of the original assistance amount must be paid as follows:

Years in Residence at Property	Repayment Liability to HBCRA*
0-5	100%
6	80%
7	60%
8	40%
9	20%
10+	0%

First Right-of-Buy-Refusal: HBCRA will have the First Right-of-Buy-Refusal at the time the Owner(s) decides to sell or convey the Property. The HBCRA may opt to purchase the Property at the Market Value (as appraised), minus the then-due portion of the Down Payment Assistance Amount and any deductions as described above. The HBCRA shall have thirty (30) business days to respond to the sale offer after the HBCRA has been notified by the owner(s) in writing of the owner(s) intent to sell the Property.

Workforce Housing:
The maximum loan amount is up to $10,000. An additional $5,000 incentive is available for first responders, teachers, and nurses. The loan will be a zero percent (0%) forgivable loan for a five-year period. If the recipient sells or conveys before the fifth year of residency, repayment of the total assistance amount must be paid in full.

Subordination
HBCRA will subordinate its loan for rate and term changes but not for cash out or credit cards consolidation.

Satisfaction
After the loan reaches maturity, if the loan is not in default, the HBCRA will record a satisfaction of the mortgage. The homeowner is responsible for all lien release fees.

Fees
There is no application fee for this program.

NOTE: Applications can be submitted in person at the HBCRA office. Once received, the application will be reviewed within thirty (30) days to determine eligibility. Written notification will be sent to the applicant within thirty (30) days. The HBCRA will not accept incomplete applications.

INITIAL [ ]

Applications are submitted by appointment only. Submit only completed application with the required documents and appropriate signature to avoid any delay in financial consideration. Please print legibly in either black or blue ink.
Submission of application is not a guarantee of funding. It is the responsibility of the applicant to READ AND UNDERSTAND all aspects of the program's rules/requirements and application.

REQUIRED DOCUMENTS (Please provide copies "ONLY"):

□ COMMITMENT/ PRE-APPROVAL LETTER FROM A LENDER

IDENTIFICATION: (all of the following – Copies "ONLY"):

□ ID (Florida driver's license or FL ID card, social security card, and voter's registration card)

□ Birth Certificates or United States Passport

□ Marriage Certificate (if applicable)

□ Divorce Certificate (if applicable)

□ Verification of residency for non-citizens (i.e., Alien Registration, etc.)

INCOME: (Copies "ONLY" of all the following that apply):

□ Signed last 2 years Income Tax forms including W2's (IRS transcript may be required)

□ Verification of employment:(employment verification form completed by employer)

□ Pay stubs for last 6 months

□ Profit & Loss Statement (if self- employed)

□ Current Social Security Award letter – if applicable

□ Worker's Compensation letter – if applicable

□ Unemployment Compensation letter – if applicable

□ Pension Statement – if applicable

□ Child Support (Court Order) – if applicable

□ Alimony (Court Order) – if applicable

□ VA Benefits (Award Letter) – if applicable

□ SNAP Assistance (Award letter) – if applicable

FINANCIAL STATEMENTS: (Copies "ONLY" of all the following that apply):

□ Last three (3) months bank statements – **All accounts: checking, savings, CDs, etc.)**

□ Latest statement for all IRA's, 401Ks, 457K, Stocks, Bonds, etc.

□"Gift"Letter, Notarized (if receiving money from relative toward the purchase.

MISCELLANEOUS - (Copies "ONLY"):

□ Full Credit Report from one agency ***(i.e. Equifax, Experian, or TransUnion*** no older than 90 days).

□ Rental receipts for last six (6) months and landlord's affidavit.

□ Bankruptcy Papers (if applicable)

□ Certificate of completion for Credit/Home Buyer's training/ education course (completed within last 12 months)

□ Contract (if available)

INITIAL [ ]

Hallandale Beach
COMMUNITY REDEVELOPMENT AGENCY

First Time Homebuyers Program (FTHB)

400 South Federal Hwy, Rm 239 Hallandale Beach, FL 33009
954-988-2631 | www.cohbcra.org

Applicant

Name: _____

Address:_____

City: _____ State: ____ Zip: _____Telephone: _____Cell:_____

Monthly rent $ _____ How long at this address: _____ E-Mail: _____

Social Security Number: _____ - _____ - _____ Date of birth: _____ ☐ Male ☐ Female

Marital status: ____ Married ____ Separated ____ Unmarried (single, divorced, widow) Household Size_____
(circle one)

Employed_____ Unemployed_____ Retired_____

Employer #1 (All employment must be listed below)

Employer: _____Telephone:_____

Contact Person for Income Verification:_____Telephone:_____

Address: _____

Position: _____ Employed since:_____

Monthly income: _____ Bonus: _____ Overtime: _____

Alimony/Child support: _____ SS/Disability/Pension_____ Other (explain): _____

_____

Employer #2 (If applicable)

Employer: _____Telephone:_____

Contact Person for Income Verification:_____Telephone:_____

Address: _____

Position: _____ Employed since:_____

Monthly income: _____ Bonus: _____ Overtime: _____

APPLICANT'S TOTAL MONTHLY INCOME: $_____

INITIAL [ ]

Co-Applicant

Name: _____

Address:_____

City: _____ State: _____ Zip: _____ Telephone: _____

Monthly rent $ _____ How long at this address: _____ E-Mail: _____

Social Security Number: _____ - _____ - _____ Date of birth: _____ ☐ Male ☐ Female

Marital status: ____ Married ____ Separated ____ Unmarried (single, divorced, widow) Household Size_____
(circle one)

Employed_____ Unemployed_____ Retired_____

Employer #1 (All employment must be listed below)

Employer: _____Telephone:_____

Contact Person for Income Verification:_____Telephone:_____

Address: _____

Position: _____ Employed since:_____

Monthly income: _____ Bonus: _____ Overtime: _____

Alimony/Child support: _____ SS/Disability/Pension_____ Other (explain): _____
_____

Employer #2 (If applicable)

Employer: _____Telephone:_____

Contact Person for Income Verification:_____Telephone:_____

Address: _____

Position: _____ Employed since:_____

Monthly income: _____ Bonus: _____ Overtime: _____

CO-APPLICANT'S TOTAL MONTHLY INCOME: $_____

TOTAL HOUSEHOLD GROSS MONTHLY INCOME $_____

INITIAL [ ]

ALL OTHER HOUSEHOLD MEMBERS (Do not list Applicant and Co-Applicant here)

Name	Date of Birth	Relationship	Income

ASSETS (For Applicant, Co-Applicant and Other)

Bank accounts: Checking, Savings, Retirement, Certificates of Deposit, etc. Use additional pages if needed.

BALANCES

Type of account	Bank/Institution	Applicant	Co-Applicant	Other	TOTAL
Checking					
Savings					
Retirement					
Stocks					
Bonds					
Mutual Funds					
Other					
Vehicles, Boats					

TOTAL ASSETS $$_____

LIABILITIES (For applicant, co-applicant, other)

Installment (Bank) loans, Auto loans, Credit cards, Student loans, Hospital bills, and other debt. Include child support and alimony payments. (*Rent, Utilities & cable should not be included*) Place amount under proper person.

Bank or Creditor	Application	Co-Applicant	Monthly Payment	Balance Due

TOTAL DEBTS: $_____

INITIAL [ ]

HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY
400 S. Federal Highway, Hallandale Beach, FL 33009
REQUEST FOR VERIFICATION OF INCOME

A. APPLICANT'S NAME, ADDRESS & PHONE

Name: _____ Telephone: _____

Address: _____

_____

B. EMPLOYER'S NAME, ADDRESS & PHONE #

Name: _____ Telephone:_____

Address: _____

_____

NOTICE TO EMPLOYER

The applicant identified in Section A. has applied for Hallandale Beach CRA's First Time Homebuyer Program. The applicant has authorized the HBCRA in writing to obtain verification of employment income and is confidential. Please furnish the information requested below and return this form via regular mail at the above address or via email to Info_cra@cohb.org

EMPLOYER'S VERIFICATION

1. Position Held:_____

2. Dates of employment: From_____ To _____

3. Probability of Continued Employment_____

Rate of Pay (Estimated, if not actual).

Present Base Salary $_____

_____ Weekly _____ Monthly _____ Bi-Weekly _____ Other _____

(List number of hours work per week)

Additional Compensation Received

$_____ Overtime $_____ Commission $_____ Bonus

Anticipated earnings for next 12 months_____

If applicant is Military, given income on a monthly basis as follows:

$_____ Base Pay $_____ Flight or Hazard

$_____ Duty Allowance $_____ Other Assistance

Has employment been terminated?____Yes_____No [if yes, is the individual eligible for unemployment benefits?_____(yes/no)]

EMPLOYER'S CERTIFICATION

The above information is furnished in strict confidence in response to the HBCRA's request.

_____ _____

Employer's Signature **Date**

_____

Employer's Title

APPLICANT'S AUTHORIZATION

I hereby authorize the release of the above requested information.

_____

Signature of Applicant

INITIAL [ ]

CERTIFICATION:

I/we understand that verification of my income will be verified with the employer(s) listed above.

I/we understand that this program provides assistance for home buyers and I / we state that I/we are not currently in bankruptcy or have been in the last three (3) years prior to this date.

I/we agree to participate in the promotion of this program, and agree to be interviewed and accept pictures to be taken. I/we agree that HBCRA may use such photographs of me/us with my/our name(s) and for any lawful purposes, including such purposes as publicity, illustration, advertising and web consent.

I/we understand that if assistance is provided and a residence is not constructed or if I/we cease to occupy the property as my/our principal residence or if I/we sell or convey the property, then the total assistance provided will be due and payable to the HBCRA plus any applicable penalties and interest.

I/we understand the terms of this program and sign acknowledging the following terms apply to me/us.

I/we must remain in the home for at least ten (10) years to avoid penalties and interest.

I/we understand that the HBCRA will only subordinate its loan for term and rate changes.

I/we declare that all information provided on all pages of this application is true and accurate to the best of my/our knowledge. I/we understand that misrepresentations or incorrect information provided can disqualify me/us from participating in this program.

IN WITNESS WHEREOF, I/we have set my/our hand(s) and seal this _____, 20_____.

WITNESSES:

_____ _____
Print Name: Applicant

_____ _____
Signature of Applicant

_____ _____
Print Name: Co-Applicant

_____ _____
Signature of Co-Applicant

STATE OF FLORIDA)
COUNTY OF BROWARD)

The foregoing instrument was acknowledged before me this _____ day of _____ 20____, by means of (check one) [ ] physical presence or [ ] online notarization, by _____ who is [ ] personally known to me or who [ ] has produced _____driver's license as identification.

_____
My commission Expires: _____
Notary Sign Name

(Notary seal)

INITIAL [ ]

BROWARD COUNTY

2023 INCOME CATEGORY CHART

Broward County Median Income: $88,500
HUD Effective: 5/15/2023
FHFC Effective: 5/15/2023

House hold Size	*Extremely Low (30%)*	*Very Low (50%)*	*Low (80%)*	*Moderate (120%)*	*Work Force Housing (140%)*
1	$20,200	$33,600	$53,800	$80,640	$94,080
2	$23,050	$38,400	$61,450	$92,160	$107,520
3	$25,950	$43,200	$69,150	$103,680	$120,960
4	$30,000	$48,000	$76,800	$115,200	$134,400
5	$35,140	$51,850	$82,950	$124,440	$145,180
6	$40,280	$55,700	$89,100	$133,680	$155,960
7	$45,420	$59,550	$95,250	$142,920	$166,740
8	$50,560	$63,400	$101,400	$152,160	$177,520
9	Refer to HUD	$67,200	$107,520	$161,280	$188,160
10	Refer to HUD	$71,040	$113,664	$170,496	$198,912

INITIAL [ ]

Appendix II: CRA Area Map

The CRA area is bound to the north by Pembroke Road, to the south by the Dade-Broward County line, to the West by Interstate 95 and to the East by NE 14 Avenue and the 14th Avenue canal.

