



**Program Guidelines**

<b>Applicant Name</b>	
<b>Applicant Address</b>	
<b>Date of Application</b>	

**Please note:** Applications are reviewed and processed in the order in which they were received. Funding for FT HB is limited and once it is exhausted, all applications will be placed on a wait list until additional funding is secured. Submission of an application does not automatically qualify your household for assistance.

Family Size	Maximum Household Income	Family Size	Maximum Household Income
1	\$39,350	5	\$60,650
2	\$44,950	6	\$65,150
3	\$50,550	7	\$69,650
4	\$56,150	8	\$74,150

Additionally, to be eligible for assistance:

- You must not have owned a home in the last (3) three years,
- You must be a permanent legal resident or a U.S. Citizen,
- You must intend to occupy the property for a **minimum** of five (5) years, ten (10) years, or fifteen (15) years depending on assistance,
- You cannot have more than \$15,000 in liquid assets,
- Minimum investment of earnest money from the client due at closing is \$1,000 for a pre-owned home, and \$1,500 for a newly constructed home,
- You must attend and complete a homebuyer education class through a HUD-approved housing counseling agency. This certification is valid for twelve (12) months. The certification must be valid at the time of closing,
- If you have a co-signer on the primary mortgage, the co-signer must reside in the household,
- The household's annual gross income must be at or below 80% of the area median income for your household size, and
- The property must:
  - Be within the City of Tyler city limits,
  - Be a single-family residence,
  - Have been built during or after year 1978,
  - Pass both a home inspection and a Housing Quality Standards (HQS) Inspection, and
  - Not be located in a floodplain or floodway.





**Minimum Required Application Documentation**

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	<b>Mortgage pre-approval from a lender.</b>
	<b>Signed Lender Agreement Form.</b>
	<b>Identification with picture for applicant and the co-applicant.</b> <i>(Unexpired Driver's License, Passport, Resident Alien Card)</i>
	<b>Social Security cards for both the applicant and the co-applicant.</b>
	<b>Proof of citizenship/legal residency for all other members of the household.</b> <i>(Birth Certificates, Resident Alien Cards, Social Security Cards, Passports)</i>
	<b>Most recent three (3) full months of paycheck stubs for of all jobs held for each working member of the household.</b>
	<b>Verification of any other sources of income for all family members</b> <i>(Social Security, SSI, Child Support, Retirement, etc.) If Alimony or Child Support, please provide a twelve (12) month payment history.</i>
	<b>For household members enrolled in school, please provide an enrollment letter from the school showing the student's enrollment status (part-time or full-time).</b> <i>If grants are received, please include the award letter and the breakdown of tuition fees.</i>
	<b>Last two (2) years of tax returns, including all addendums and W-2 forms, for every working member of the household.</b> <i>(Provide three (3) years if self-employed)</i>
	<b>Most recent two (2) months of complete bank statements for ALL savings accounts.</b> <i>Please provide ALL pages. Please note that bank statements cannot be replaced by computer screen printouts. Also, a letter of explanation, along with supporting documentation, is required for ALL cash deposits and ANY large cash withdrawals.</i>
	<b>Most recent six (6) months of complete bank statements for ALL checking accounts.</b> <i>Please provide ALL pages. Please note that bank statements cannot be replaced by computer screen printouts. Also, a letter of explanation, along with supporting documentation, is required for ALL cash deposits and ANY large cash withdrawals.</i>
	<b>Divorce decree, if applicable.</b>
	<b>Most recent 401k statement, if applicable.</b> <i>(or any other retirement account)</i>
	<b>Recent Credit Report from the applicant.</b>

