

**What is the HOME Opportunity Program (HOP)?**

The HOP was developed to assist low-income individuals and families with obtaining homeownership – Those who may qualify for a Mortgage loan, but may not have the means to cover the down-payment and closing costs. HOP funds are provided to the homebuyer in the form of a loan, with a portion to be **conditionally-forgivable**.

Eligible applicants may receive a minimum of **\$1,250** and a maximum of **\$30,000**. For every **full** year that the homeowner continues to own the home and make it his or her primary residence during the Ownership and Occupancy period, the loan will be forgiven by a maximum of **\$10,000**.

**Program Overview:**

- Funding is provided by Alaska Housing Finance Corporation and program is subject to funding availability.
- Program is used to assist with the acquisition of a primary residence
- The first mortgage must be through an *AHFC Approved Lender*
- Loan is secured by a second Deed of Trust to the purchased property

**Eligible Properties:**

- Single-family residences in the Fairbanks North Star Borough
- Duplexes and Multi-Family homes are not eligible
- Condos/Townhomes must be on AHFC Approved Condo list
- Appraised value and/or purchase price may not exceed **\$219,000**, whichever is greater. This amount changes annually.

**Applicant Eligibility Guidelines:**

- First-Time Homebuyers who reside in the State of Alaska
- US Citizen or Permanent Resident Alien
- Prequalified with a primary Mortgage lender, or have the ability to become prequalified
- Minimum credit score of **620**
- The homebuyer’s annual household income may not exceed **80%** of area-median income, as determined annually by the U.S Department of Housing and Urban Development (HUD), and adjusted by family size
- The homebuyer must contribute at least **\$1,000** of their own funds towards the purchase of the property

**Income Details:**

To be eligible for assistance, the applicant’s total household income may not exceed the limits shown below. Even if the applicant is not using other household income to qualify for a Mortgage loan, Fairbanks Neighborhood Housing Services require that the total household income not exceed these limits.

<b>1 Person</b>	<b>Family of 2</b>	<b>Family of 3</b>	<b>Family of 4</b>
<b>\$50,350</b>	<b>\$57,550</b>	<b>\$64,750</b>	<b>\$71,900</b>
<b>Family of 5</b>	<b>Family of 6</b>	<b>Family of 7</b>	<b>Family of 8</b>
<b>\$77,700</b>	<b>\$83,450</b>	<b>\$89,200</b>	<b>\$94,950</b>

**Ownership and Occupancy Period:**

The Ownership and Occupancy Period commences on the day that the HOP loan is closed. The required ownership and occupancy period is as follows:

Loan Amount	Ownership and Occupancy Period
Under \$15,000	5 full years
\$15,000 to \$30,000	10 full years

**Forgiveness Period and Payment Credit:**

The forgiveness period is the first **5 years** of the ownership and occupancy period. A payment credit will be applied against the principal balance for each full year of the forgiveness period. The payment credit is applied up to the first **\$10,000**. For each full year of the first 5 years of the ownership and occupancy period, the loan will be forgiven by a maximum of \$2,000, or 20% of the loan, whichever is less.

Forgiveness Period	Forgiveness Amount
1 full year	20% of the loan, or \$2,000, whichever is less
2 full years	20% of the loan, or \$2,000, whichever is less
3 full years	20% of the loan, or \$2,000, whichever is less
4 full years	20% of the loan, or \$2,000, whichever is less
5 full years	20% of the loan, or \$2,000, whichever is less

Any remaining HOP assistance (the amount in excess of \$10,000) will be provided to the homebuyer as a loan, at 0% interest, repayable at time of sale or transfer (voluntary or involuntary) of the property by the homebuyer. However, the amount due and payable may be reduced if the homebuyer can show that the appraised value of the home is insufficient to pay off the HOP loan, in addition to any other liens in superior position, and standard and customary seller’s closing costs. All loan funds provided under this Assistance Agreement must be repaid immediately to AHFC in the event the loan is terminated by the homebuyer for any reason.

### Documentation Checklist

*Please submit the following documentation (where applicable) with your completed application*

- Prequalification letter from primary mortgage lender
  - Earnest Money Agreement (*if under contract for a home purchase*)
  - Valid government-issued photo ID
  - 3 years most recent tax returns with all schedules
  - 3 years most recent W2s and 1099s
  - 30 days most recent paystubs
  - 3 months most recent bank/asset statements for **all accounts**. This includes, but is not limited to; investment accounts, life insurance, stocks, or bonds.
  - Most recent retirement statements
  - Social Security, Pension, or other benefits letters for all household members
  - Year-to-date profit and loss statement
  - Letter of explanation for any derogatory credit
  - Letter of explanation for any gap in employment
  - Divorce decree and/or child support order
  - Certificate of Completion for the AHFC HomeChoice class, or any HUD-approved homebuyer education class
  - Most recent Credit Report issued by primary mortgage lender
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**Application for Program Enrollment**

Please carefully review and complete all sections of this application. Please type or print with ink.

**Part I: General Information**

<b>Applicant Name:</b> _____		<b>Date of Birth:</b> _____		<b>SSN:</b> _____	
<b>Phone:</b> _____		<b>Email:</b> _____			
<b>Co-Applicant Name:</b> _____		<b>Date of Birth:</b> _____		<b>SSN:</b> _____	
<b>Phone:</b> _____		<b>Email:</b> _____			
<b>Present Address:</b> _____		<b>City:</b> _____		<b>State:</b> _____	<b>Zip:</b> _____
<b>Length of Time:</b> _____		<b>Landlord:</b> _____		<b>Phone:</b> _____	
<b>Total Number in Household:</b> _____ <i>Please list ALL additional members of your household</i>					
<b>Name:</b> _____		<b>Relation:</b> _____		<b>Date of Birth:</b> _____	
<b>Name:</b> _____		<b>Relation:</b> _____		<b>Date of Birth:</b> _____	
<b>Name:</b> _____		<b>Relation:</b> _____		<b>Date of Birth:</b> _____	
<b>Name:</b> _____		<b>Relation:</b> _____		<b>Date of Birth:</b> _____	
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<b>Name:</b> _____		<b>Relation:</b> _____		<b>Date of Birth:</b> _____	
<b>Name:</b> _____		<b>Relation:</b> _____		<b>Date of Birth:</b> _____	
<b>Name:</b> _____		<b>Relation:</b> _____		<b>Date of Birth:</b> _____	

**Part II: Household Employment Information**

If time at employer is less than **2 years**, or if there are additional employers, please use a separate sheet of paper to provide that information

<b>Applicant Employer:</b> _____		<b>Date of Hire:</b> _____	
<b>Work Address:</b> _____			
<b>Position/Title:</b> _____		<b>Hours Per Week:</b> _____	
<b>Regular Overtime?</b> Y / N			
<b>Hourly Wage:</b> _____		<b>Monthly Gross Income (before taxes):</b> _____	
<b>Supervisor Name:</b> _____		<b>Phone:</b> _____	
<b>Co-Applicant Employer:</b> _____		<b>Date of Hire:</b> _____	
<b>Work Address:</b> _____			
<b>Position/Title:</b> _____		<b>Hours Per Week:</b> _____	
<b>Regular Overtime?</b> Y / N			
<b>Hourly Wage:</b> _____		<b>Monthly Gross Income (before taxes):</b> _____	
<b>Supervisor Name:</b> _____		<b>Phone:</b> _____	

## Part III: Household Income, Assets, and Liabilities

### Additional Income of All Household Members

Alimony:	Y / N	Monthly Amount: _____	Annual Amount: _____
Child Support:	Y / N	Monthly Amount: _____	Annual Amount: _____
SSI/SSDI:	Y / N	Monthly Amount: _____	Annual Amount: _____
Food Stamps:	Y / N	Monthly Amount: _____	Annual Amount: _____
Alaska PFD:	Y / N	How many years?: _____	How many received in household? _____
Dividends:	Y / N	Monthly Amount: _____	Annual Amount: _____

TOTAL ANNUAL HOUSEHOLD GROSS INCOME: \_\_\_\_\_

### Assets of All Household Members

Checking Account(s):	Y / N	Total Balance: _____
Savings Account(s):	Y / N	Total Balance: _____
Children's Accounts:	Y / N	Total Balance: _____
Real Estate/Land:	Y / N	Value: _____
Business Ownership:	Y / N	Value: _____ Annual Amount: _____
Investments/401K/Stocks:	Y / N	Value: _____ Monthly/Annual Contribution: _____

TOTAL VALUE OF HOUSEHOLD ASSETS: \_\_\_\_\_

### Liabilities of Loan Applicants

Auto Loan(s):	Y / N	Monthly Payment: _____	Balance Owed: _____
Student Loan(s):	Y / N	Monthly Payment: _____	Balance Owed: _____
Recreational Loan(s):	Y / N	Monthly Payment: _____	Balance Owed: _____
Personal Loan(s)/other:	Y / N	Monthly Payment: _____	Balance Owed: _____
Credit Card(s):	Y / N	Minimum Payment: _____	Balance Owed: _____ Credit Limit: _____
Child Support/Alimony:	Y / N	Monthly Payment: _____	

TOTAL MONTHLY PAYMENT OBLIGATIONS: \_\_\_\_\_

**Part IV: Background Information**

**Marital Status**

- Single   
  Married   
  Separated   
  Divorced   
  Widowed   
  Other \_\_\_\_\_  
 Wish to not disclose

**Race/Ethnicity**

- African American   
  Asian American/Pacific Islander   
  White/Caucasian   
  Hawaiian/Pacific Islander  
 Hispanic/Latino   
  Native American/Alaskan Native   
  Other \_\_\_\_\_  
 Wish to not disclose

**Education Level**

- High School Diploma or equivalent   
  Some college   
  Bachelor's Degree   
  Master's Degree  
 Greater than Master's Degree   
 Did not complete high school

**Do you or does anyone in your household have a disability?**

- Yes   
  No

**Are you a Veteran of the United States Military?**

- Yes   
  No

**Are you a First Time Homebuyer?**

- Yes   
  No

**How did you hear about Fairbanks Neighborhood Housing Services?**

- Online Search   
  Social Media   
  Website   
  Friend/Family   
 Other \_\_\_\_\_  
 Mortgage Lender \_\_\_\_\_   
 Realtor \_\_\_\_\_

**Where are you in your home-buying process?**

- Prequalified for a Mortgage loan   
  Submitted an offer on a home with an Earnest Money Agreement  
 Mortgage Lender/Loan Officer: \_\_\_\_\_ Realtor: \_\_\_\_\_

- Not yet prequalified

- Timeframe for Homeownership:   
 0-3 months   
 3-6 months   
 6-9 months   
 9-12+ months

**Amount saved for down-payment and closing costs:** \_\_\_\_\_

**APPLICANT ACKNOWLEDGEMENT**

I understand that this is not a formal loan application and the information will be used for eligibility and prequalification purposes only.

\_\_\_\_\_ Initial \_\_\_\_\_ Initial

I understand that FNHS provides mortgage financing programs and services; I understand that I am under no obligation to utilize FNHS programs or services. I understand that FNHS encourages me to choose and will assist me in choosing mortgage financing programs that best meet my needs and are in my best interest.

\_\_\_\_\_ Initial \_\_\_\_\_ Initial

I understand that the information and documentation requested is for all household members. I certify that I have disclosed all members of my household, and their income, and have provided the required documentation.

\_\_\_\_\_ Initial \_\_\_\_\_ Initial

In order for FNHS to determine program eligibility, all documentation and information required must be submitted with your completed application form. Incomplete documentation will result in a delay in processing or determination. Loan Program Terms and Funding Availability are subject to change without notice. **A loan program prequalification or notice of eligibility is not to be considered a loan commitment.**

\_\_\_\_\_ Initial \_\_\_\_\_ Initial

**All of the information provided is true and correct to the best of my knowledge:**

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Signature	Date	Signature	Date
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You may submit your application in person, mail it to 1427 Gillam Way, Fairbanks, AK 99701, fax it to 907-451-7236, or email it to [loans@fnhs.org](mailto:loans@fnhs.org). All documents must be legible. Once you have submitted a completed application, please allow up to 5 business days for review.

Once your application has been reviewed and approved for enrollment into the program, FNHS will contact you to discuss the next step in the process. Applicants must be prequalified with a primary Mortgage lender in order for FNHS to proceed with the application process.