



NSP Eligibility Application

The City of Mesquite has funded the purchase and rehabilitation of foreclosed upon or vacant single-family homes using a Neighborhood Stabilization Program (NSP) grant received from the U.S. Department of Housing and Urban Development (HUD). To determine if you are eligible to purchase a City of Mesquite NSP property, please complete the eligibility application and return it along with a bank pre-qualification letter for financing to the following:

In person	By mail	By fax	By email
Community Services 1616 N. Galloway Avenue Mesquite, TX, 75149	Community Services PO BOX 85137 Mesquite, TX, 75185-0137	972.216.6425	kmunerlyn@cityofmesquite.com

The City of Mesquite will review completed eligibility applications from applicants who submit an offer and execute a sales contract with the City of Mesquite. You will be notified upon receipt of your application along with additional program information regarding NSP. **Incomplete applications with missing/omitted information will be deemed ineligible until a complete application is submitted.** In order to expedite the application process, please ensure that all documents requested on Page 2 of this application are included at the time of submittal. Eligible applicants will be served on a first-come, first-served basis.

ELIGIBILITY CRITERIA, You must meet all of the following:

- Your annual household must be at or below 120% of the area median income for Dallas County*.

# of People in Household	1	2	3	4	5	6	7	8
50% Area Median Income	\$27,050	\$30,900	\$34,750	\$38,600	\$41,700	\$44,800	\$47,900	\$51,000
120% Area Median Income	\$64,850	\$74,100	\$83,400	\$92,650	\$100,050	\$107,450	\$114,850	\$122,300

* Area Median Income for Dallas County for FY 2018, as published by HUD specifically for NSP

- You intend to occupy the property as your primary residence
- You **must** attend 8 hours of in-class Homebuyer Education course(s) from a HUD approved counseling center prior to obtaining a mortgage loan. Certification from online course will not be accepted.
- You must be either a first-time homebuyer or not have owned a home in the last 3 years
- If you have a co-signer, he or she, will be a member of and reside in your household
- You must be a U.S. Citizen or eligible immigrant

In order to ensure your NSP eligibility application is reviewed promptly, please use the checklist below when submitting your application for program eligibility. **Submission of an application does not guarantee approval of participation in the program. Each application will go through a review process by staff to ensure eligibility.**

Application Checklist

- Selected property under contract: _____
- Provide a copy of the Prequalification Letter from lender
- Provide all information requested in the NSP Eligibility Application
- Provide Six (6) months' worth of bank statements for **each** bank or other account specified
- Provide account number for **each** bank account reported on the eligibility application
- Provide copy of benefit letter(s) for any assistance received, such as TANF, food stamps (SNAP), etc. (If applicable)
- Provide copy of most current award letter for Social Security Benefits (if applicable).
- Provide a copy of your last year tax return(s)
- Provide a copy of your most recently received benefit letter(s) for Social Security benefits (if applicable)
- Provide a copy of your most recently received benefit letter(s) unemployment benefits (if applicable)
- Provide a copy of your most recently received worker's compensation letter (if applicable)
- Provide Three (3) months' worth of pay stubs received from employer for each household member 18 years and older.
- Provide Six (6) months' of Business financial statements if own a business or self-employed (if applicable)
- Copies of last 6 months of Child Support Court Payments (if applicable)
- Applicant Certification (Must be signed by all household members 18 years and older) **Page 6**
- "Authorization for Release of Information" form (must be signed by all household members 18 years and older)
Page 7
- "Authorization for Criminal Background Check". Submit a separate, signed form for all household members 18 years and older **Page 8**
- Copies of valid photo IDs or Texas Driver's License for all household members (18 years & older)
- Copies of Social Security card or documentation of alien registration number/green card for all household members
- Provide a copy of Homebuyer Education completion certification

To discuss the amount of assistance and terms available, you may contact the NSP Grant Coordinator using the contact information below:

Kynira Munerlyn
Grant Coordinator
Community Services
1616 N. Galloway Avenue
Mesquite, TX 75149
972-216-6425
kmunerlyn@cityofmesquite.com

The information collected below will be used to determine eligibility as a participant in the NSP program. It will not be disclosed outside the City of Mesquite Housing & Community Services Department without your consent, except to your employer for verification of income or employment and to financial institutions for verification of information as permitted by law or as required under the Public Information Act. Your application may be delayed or rejected if the information is not received.

Applicant Information		
Name	Home Phone #	Cell #
Street Address:		
City	State	Zip Code
Email Address:		
Name and Address of Employer:		
Name of Co-applicant	Home Phone #	Cell #
Name and Address of Co-Applicant's Employer:		
Name of Other Adult Household Member	Home Phone #	Cell #
Name and Address of Co-Applicant's Employer:		

*List the head of household, everyone that lives in your home and the relationship of each member to head of household

Household Composition*					
#	Member's Full Name (First/Last)	Relationship	Age	Social Security #	Driver's License #
1.					
2.					
3.					
4.					
5.					
6.					

Annual Income of Household

Do you or any household member receive Income from any of the sources listed below?

Wages, salaries, tips, or bonuses* Yes No
Social Security Yes No
TANF Yes No
Pensions, retirement, or annuities Yes No
Child Support Yes No
Any other source of income Yes No

Unemployment Benefits Yes No
Worker's Compensation Yes No
Disability Benefits Yes No
Alimony Yes No

For each source of income for which you checked "yes", provide the information requested below. If more than one household member receives a certain type of income, please provide a separate entry for each person.

	Member's Full Name (First/Last)	Full Time Student? Y/N	Source of Income	Rate of Pay	Payment Basis (Weekly, Monthly, etc.)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

*This includes wages, salaries, tips, or bonuses received for full-time and part-time work, temporary/seasonal work, and military work, etc.

Assets and Asset Income*

*For **all household members**, including minors, list checking & savings accounts, IRA, CD, Bonds, Stocks, Equity in properties, life insurance policies, etc.

Name of Institution	Type of Asset	Asset Value	Account Holder	Account Number

Do you have any other assets such as a House, Land, or other Real Property? Yes No

If yes:

Type of Property	Location/Address	Asset Value	Loan Amount

* Individuals owning more than one residential property are not eligible to purchase a home through the City of Mesquite's NSP.

Have you disposed of any assets in the past two years? Yes No. If yes, did you receive less than fair market value? Yes No. If yes, please explain: _____

Do you owe any back taxes on property; have any outstanding City of Mesquite liens or past due City of Mesquite water bills? Yes No (A full disclosure does not necessarily disqualify a household from NSP eligibility; however, failure to report any of the above will result in disqualification of your application).

If yes, please explain: _____

Have you or any household member ever been convicted of a Class A misdemeanor, Class B misdemeanor or Felony? Yes No. (A full disclosure does not necessarily disqualify a household from NSP eligibility; however, failure to report any of the above will result in disqualification of your application).

If yes, please explain: _____

For reporting purposes only, please check all that apply for Head of Household

Race	Hispanic or Latino	
	Yes	No
White: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asian: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>

Special Needs	
Disabled	<input type="checkbox"/>
Elderly:	<input type="checkbox"/>
Homeless:	<input type="checkbox"/>

How did you hear about our NSP Program? _____

Applicant's certification

Household members age 18 and over must sign this application. I/We, the undersigned certify that the information provided is true and complete to the best of my/our knowledge. I/We consent to the disclosure of such information for the purpose of income verification and program eligibility related to my/our application for financial assistance. I/We understand that any willful misstatement of material facts will be grounds for disqualification. The applicant also agrees to provide any other documentation needed to verify eligibility.

Signatures:

Applicant

Print Name

Co-Applicant

Print Name

Other Adult Member

Print Name

Other Adult Member

Print Name

Date: _____

TITLE 18, Section 1001 of the U.S. Code: It is a felony to knowingly and willingly make any materially false, fictitious, or fraudulent statement or representation in any matter to any department or agency of the United States as to any matter within its jurisdiction.



MESQUITE HOUSING DIVISION
PHONE 972.329.8337 FAX 972.329.8340



AUTHORIZATION for Release of Information

CONSENT

I authorize and direct any Federal, State, or local agency, organization, business or individual to release to the City of Mesquite Community Services Office (MCSO), any information or materials needed to complete and verify my application for participation in the City of Mesquite's Neighborhood Stabilization Program (NSP). I understand and agree that this authorization or the information obtained with its use may be given to and used by staff in the Department of Housing and Community Services for the purpose of determining my eligibility to participate in the City of Mesquite's NSP, and/or to the Department of Housing and Urban Development (HUD) in administering and enforcing program rules and policies.

INFORMATION COVERED

I understand that, depending on program policies and requirements, previous or current information regarding my household or me may be needed. Verifications and inquiries that may be requested include but are not limited to:

- Identity and Marital Status
Residences and Rental Activity
Credit and Criminal Activity
Employment, Income, and Assets
Medical or Child Care Allowances

I understand that this authorization cannot be used to obtain any information about me that is not pertinent to my eligibility for the City of Mesquite's NSP.

GROUPS OR INDIVIDUALS THAT MAY BE ASKED

The groups or individual that may be asked to release the above information (depending on program requirements) may include but is not limited to:

- Previous Landlords (including other Housing Agencies)
Welfare Agencies
Retirement Systems
Schools and Colleges
State Unemployment Agencies
Law Enforcement Agencies
Utility Companies
Past and Present Employers
Courts and Post Offices
Social Security or Veterans Administration
Banks and other Financial Institutions
Medical and Child Care Providers
Credit Providers and Credit Bureaus
Support and Alimony Providers

COMPUTER MATCHING NOTICE AND CONSENT

I understand and agree that HUD or Community Services may conduct computer-matching programs to verify the information supplied for my NSP Eligibility Application. If a computer match is done, I understand that I have a right to notification of any adverse information found and a chance to disprove incorrect information. HUD or the MCSO may in the course of its duties exchange such automated information with other Federal, State, or local agencies, including but not limited to: State Employment Security Agencies; Department of Defense; Office of Personnel Management; the US Postal Service; the Social Security Agency; and State welfare and food stamp agencies.

CONDITIONS

I agree that a photocopy of this authorization may be used for the purposes stated above. The original of this authorization is on file with the Mesquite Community Services Office and will remain in force while my NSP Eligibility Application is being reviewed, until an official determination of eligibility or ineligibility has been made by City of Mesquite Staff. I understand I have a right to review my file and correct any information that I can prove is correct.

SIGNATURES:

X _____ (Print Name) Social Security Number
X _____ (Print Name) Social Security Number
X _____ (Print Name) Social Security Number
X _____ Date

NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. IF A TAX RETURN IS NEEDED, IRS FORM 4506, "REQUEST FOR COPY OF TAX RETURN" MUST BE PREPARED AND SIGNED SEPARATELY.



AUTHORIZATION FOR CRIMINAL BACKGROUND CHECK/ Please Complete for Each Adult 18 and over

I, _____, hereby authorize the City of Mesquite Community Services Division to investigate my criminal history for the purpose of evaluating whether I am qualified to receive assistance under the Down Payment Assistance program. I understand that the City of Mesquite Community Services Division will utilize, as many sources are deemed necessary to determine an accurate criminal history. Should my criminal history reveal any arrests or convictions for drug-related activity, violent criminal activity, or any felonious criminal activity, I understand that my assistance may be denied or terminated.

I do hereby swear and attest that all the information contained on this form is true, correct, and complete.

Signature Date

Full Printed Name (Including Middle Name) Date of Birth

Yes No In the past 10 years, have you used any other names (maiden/ married names, alternate spellings, shortened names, lengthened names, alternate last names, etc)? If yes, list all names you have used below (use additional pages if necessary):

Yes No In the past 10 years, have you been arrested or convicted for ANY criminal activities? If yes, list the charge(s) or conviction(s) below (use additional pages if necessary):

Charge/Conviction Date City/State

Charge/Conviction Date City/State

Yes No In the past 10 years, have you lived in any location(s) outside of Dallas County? If yes, list all locations below (use additional pages if necessary):

Address City State

Address City State

The space below is for Mesquite Community Services Division Use Only:

Date of Background Check: _____ NRF: RF/OK: RF/Deny: DRD: _____

Sources used: _____ Staff Initials: _____

Filename [CriminalBackground] cg 5/2013

P. O. Box 850137 • Mesquite, TX 75185-0137



AUTHORIZATION FOR CRIMINAL BACKGROUND CHECK/ Please Complete for Each Adult 18 and over

I, _____, hereby authorize the City of Mesquite Community Services Division to investigate my criminal history for the purpose of evaluating whether I am qualified to receive assistance under the Housing Choice Voucher program. I understand that the City of Mesquite Community Services Division will utilize, as many sources are deemed necessary to determine an accurate criminal history. Should my criminal history reveal any arrests or convictions for drug-related activity, violent criminal activity, or any felonious criminal activity, I understand that my assistance may be denied or terminated.

I do hereby swear and attest that all the information contained on this form is true, correct, and complete.

Signature Date

Full Printed Name (Including Middle Name) Date of Birth

Yes No In the past 10 years, have you used any other names (maiden/ married names, alternate spellings, shortened names, lengthened names, alternate last names, etc)? If yes, list all names you have used below (use additional pages if necessary):

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Date of Background Check: _____ NRF: RF/OK: RF/Deny: DRD: _____

Sources used: _____ Staff Initials: _____

Neighborhood Stabilization Program Declarations

Do you intend to occupy the property as your primary residence?

Yes No

Have you owned a property within the last 3 years?

Yes No

If yes, how was the ownership terminated?

Divorce Property Sold Foreclosure

I have read and understand the NSP Program Guidelines as provided on the City of Mesquite website.

Yes No

Signatures:

Applicant

Co-Applicant

Date: _____

Signature

Signature