











# FIRST-TIME HOMEBUYER (FTHB) PROGRAM


## Readiness Self Check


Please take this simple “Readiness Self Check” Before you register for the required Homebuyer Education or submit a FTHB Program Application. This will help you determine if you and your household meet some of the basic eligibility criteria. If you encounter  as you proceed through the checklist, you are not ready to submit a FTHB Program Application.

1. Are all household members or persons anticipated to occupy the proposed FTHB Property a U.S. Citizens or qualified alien legally admitted to the U.S. with valid USCIS documents and currently working or living in Prince William County, City of Manassas or Manassas Park? If yes, proceed to question 2. If no,  **STOP** here because you do not meet this basic eligibility criterion.
2. Has anyone in the household or persons anticipated to occupy the proposed FTHB Property had ownership (within the past 3 years) or currently has interest in residential property anywhere in the United States, foreign land or country? If no, proceed to question 3. If yes,  **STOP** here because you do not meet this basic eligibility criterion.
3. Has any adult household member had a Foreclosure/Deed in Lieu/Short Sale; of real property and if so has it been at least Five (5) years from the date of title transfer to application date, and there have been no late payments or collections of any kind in the last three (3) years? If yes, proceed to question 4. If no,  **STOP** here because you do not meet this basic eligibility criterion.
4. Has any adult household member filed bankruptcy in the past and if so has it been at least Two (2) years since the discharge of that bankruptcy? If yes, proceed to question 5. If no, it has not been at least Two (2) years since the bankruptcy was discharged,  **STOP** here because you do not meet this basic eligibility criterion.
5. Do all adult household members have a minimum middle credit score at or above 640 (adult dependents 18 years or older that are full time students are exempt from this requirement)? If yes, proceed to question 6. If no  **STOP** here because you do not meet this basic eligibility criterion.
6. Has any adult household member received Payday Loans, Cash advances, Title loans or have negative checking and/or savings account balances within the last 6 months prior to applying for the FTHB program? If yes,  **STOP** here because you do not meet this basic eligibility criterion. If no, proceed to question 7.
7. Do any adult household members, (that has not had a Foreclosure/Deed in Lieu/Short Sale see above) have any outstanding judgments and/or collections other than medical or have a pay history with late payments within the last 12 months? If yes,  **STOP** here because you do not meet this basic eligibility criterion. If no, proceed to question 8.
8. Is the total gross household income, based upon household size, at or below the HUD established Prince William Area Median Income standards at 80% (see Attachment)

For purposes of determining eligibility the income, assets and circumstances of all individuals, persons, families or households currently residing together (whether related by blood, marriage, adoption, or unrelated), and others anticipated to occupy the FTHB Property must be considered. Gross income is defined as all sources of income (before taxes and other deductions) of all household members. Income includes but is not limited to the following: annual income from employment, plus bonuses, overtime, pay differential, self employment, dividends, interest, pensions, sick pay, disability payments, Social Security benefits, Veterans Benefits, Alimony, Child Support, Public Assistance, Unemployment Benefits, income from Trusts. Interest from assets is added to income in determining

## Readiness Self-Check Continued

eligibility. Interest on assets over \$5,000 is imputed @ the HUD determined passbook rate currently .06%. For assets over \$5,000, the greater of the actual interest earned, or interest imputed at the passbook rate is included as income. Gross household annual income is projected forward for one year from date of settlement. Actual or anticipated increases in income such as cost of living, merit increases that can be verified must be included. If your answer to question 8 is yes, proceed to question 9. If no,  **STOP** here because you do not meet this basic eligibility criterion.

9. Can you provide verification of a minimum 1% borrower contribution towards your maximum sales price as determined by your Lender and verify cash reserves of at least one-month's housing expense per the Lender Pre-Qualification Form (PITI, HOA, Condo Fees etc.)? If your answer to question 9 is yes, proceed to question 10. If no,  **STOP** here because you do not meet this basic eligibility criterion.
10. The FTHB Program provides between 23% to 33% of approved Sales Price, as determined by OHCD and your Mortgage Lender for downpayment and closing cost assistance, based upon combined gross household income, debt and credit history. **You must be able to qualify for a first trust loan from a VHDA approved Lender in order to apply for the FTHB Program.** Contact a Virginia Housing Development Authority (VHDA) approved Lender to determine if you have sufficient income and credit to qualify for a First Trust loan at interest rate within 1% of VHDA's current market rate. VHDA approved lenders can be located at [www.vhda.com](http://www.vhda.com), click on "Find a Lender". Ask the VHDA lender to complete the attached **Pre-Qualification Lender Information Form** and submit along with a Loan Summary of Fees with your **FTHB Program Application Packet**. If the VHDA approved Lender determines you have sufficient income and credit to qualify for First Trust financing within the FTHB Program Guidelines proceed to question 11.

If you are not able to qualify for a First Trust Loan with a VHDA approved Lender,  **STOP** here because you do not meet this basic eligibility criterion.

11. Do all adult household members have a "Certificate of Completion" for the required Financial Education and Housing Counseling issued by the Prince William Virginia Cooperative Extension?

If you do not have a "Certificate of Completion" for the Financial Education and Housing Counseling issued by the Prince William Virginia Cooperative Extension,  **STOP** here because you do not meet this basic eligibility criterion.

For appointments and to schedule required Financial Education and Housing Counseling contact Prince William Virginia Cooperative Extension at [www.pwcgov.org/money](http://www.pwcgov.org/money) or call 703-792-6287.

**If you were able to proceed through all the questions successfully, you are ready to submit your completed FTHB Program Application Packet available at [www.pwcgov.org/housing](http://www.pwcgov.org/housing), along with all applicable supporting documentation.**