Washtenaw Housing Education Partners (WHEP)

Homebuyer Education Program

The ***WHEP*** Homebuyer Education program offers:

- Pre-purchase homebuyer education
- Budget/debt counseling
- Financial management education
- Down Payment Assistance Programs that offer as much as $20,000
- Homeownership assistance programs for acquisition/rehab and new construction which leave a minimum of $20,000 subsidy in the home.
- Post Purchase follow-up services
- Home maintenance training

Participating families and individuals are only eligible for assistance if they complete the educational components and qualify for a mortgage by an approved participating lender. Participants must meet program qualifications and income guidelines.

To register for the ***WHEP*** Homebuyer Education Program, please call (734) 997-1MSU (-1678).

WHEP Homebuyer Education Program Brochure
Orientation Information Package, Schedule and Registration
MSHDA Household Profile

Washtenaw Housing Education Partners:

MSHDA
Your affordable housing partner

City of Ann Arbor Michigan
ONE Community
Washtenaw County Michigan 1826

Michigan State University Extension

POWER Inc.
PEOPLE • ORGANIZED • WORKING • EVOLVING • REACHING

Community Housing Alternatives

Homeplace Community Land Trust
734-913-4060

Habitat for Humanity Huron Valley

WHEP

Building strong communities by providing educational and counseling services for the following Homebuying Programs:

Ann Arbor Down Payment Assistance
- Must be a resident of Ann Arbor purchasing in Ann Arbor
- Up to $20,000 for down payment & rehab assistance

Community Housing Alternatives Down Payment Assistance
- Must purchase in Ypsilanti City and Townships of Ann Arbor Bridgewater, Northfield, Pittsfield, Salem, Scio Superior, York, Ypsilanti
- Up to $10,000 for down payment & rehab assistance
- Income limits between 50-80% AMI

Habitat for Humanity (Huron Valley)
- Income limits between 30-60% AMI

Home Choice Mortgage
- Statewide Program
- Must have a documented disability in household
- Up to $12,000 Down Payment Assistance

MSHDA Links to Homeownership/Down Payment Assistance
- Statewide Programs
- Up to $7,500 down payment assistance
- Requires a MSHDA Mortgage
- All educational services are free to households with minor children

USDA Rural Development Loan Programs
- Statewide Program for designated Rural areas
- Zero down loan, no PMI
- Interest rate as low as 1% for households under 80% AMI

Washtenaw County IDA
- $3:$1 Matched savings program for Homeownership
- Must have a minor child in household

Washtenaw County Homeownership Assistance Programs
- Income limits between 50-80% AMI (some exceptions apply)
- Debt ratios not to exceed 30/42

Homeplace Community Land Trust
- One-time investment in land purchase – the value of the subsidy increases over time as the land appreciates
- Limited increase in future sales price through a resale formula
- Property tax based on controlled resale price as market value

Michigan State University Extension programs are open to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, or family status. Persons with disabilities may request accommodations by calling the Extension office at 734/997-1678, two weeks prior to the date of the event to ensure sufficient time to make arrangements. Requests received later will be met when possible.

WHEP

Washtenaw Housing Education Partners

Homebuyer Program

WHEP

Making the dream of homeownership a reality for low and moderate-income families.

Tel: 734/997-1678

WHEP

Washtenaw Housing Education Partners

Homebuyer Program

The **WHEP** program offers

- Pre-purchase homebuyer education
- Budget/debt counseling
- Financial management education
- Down Payment Assistance Programs that offer as much as $20,000
- Homeownership assistance programs for acquisition/rehab and new construction which leave a minimum of $20,000 subsidy in the home.
- Post Purchase follow-up services
- Home maintenance training

Participating families and individuals are only eligible for assistance if they complete the educational components and qualify for a mortgage by an approved participating lender. Participants must meet program qualifications and income guidelines.

Revised 06/01/07

The WHEP Program Process

1) **Register for a *WHEP* Orientation Session.** Contact MSU Extension at (734) 997-1678 to register and receive your information package. Compile and bring all required application materials to the orientation session. During the session you will find out about Down Payment assistance programs, the *WHEP* process, and complete an application for the program.

2) **Complete Pre-purchase Homebuyer Education,** a 6-hour class covering a variety of issues and considerations for purchasing a home. One-session classes are scheduled during office hours, and two-session classes are scheduled during evening hours. Note: For two-session classes, you must attend both sessions to get a certificate of completion.

3) **Schedule an appointment with a *WHEP* Counselor.** Your counselor will be assigned to you at the completion of Pre-purchase Homebuyer Education. For your first appointment bring a copy of your bank statement and list of unpaid bills. Your counselor will run a consolidated credit report and review your credit, bill payment, and savings history. Your counselor will determine if homeownership is a realistic option within a year, advise you on credit and budgeting issues, and map your *WHEP* training path. At this point you will be advised of any of the following:
   a. homeownership is not a realistic option at this time; (you may be referred to another program to assist you in increasing income or credit repair)
   b. you need more one-on-one counseling;
   c. you will be referred to a Financial Management Education class; or
   d. you are ready for homeownership (in which case, skip to step 5).

4) **Complete the prescribed counseling (up to 10 hours) and/or Financial Management Education class (18 hours).** You will then receive a release to purchase certificate for the *WHEP* Program.

5) **Get pre-approved for a mortgage by making an appointment with a participating mortgage lender.** Note: Depending on the programs you are approved for, you may require a specific mortgage product for down payment assistance. See your *WHEP* counselor for details.

6a) **Contact your *WHEP counselor* for a list of homeownership opportunities available through the Homeownership Assistance Program.** If you are interested, you will work with the listing agency to purchase the home. Once the home is purchased, go to step 11.

OR

6b) **Start looking for a house.** To do this, identify a Realtor you would like to work with and let them know the loan amount for which you are pre-approved.

7) **Once you have identified a home you would like to purchase,** contact your *WHEP counselor* immediately as they will need to assist your Realtor through the rest of the process.

8) **When you have made an offer on a home and it is accepted,** you should work with your Realtor to hire a home inspector and have the property inspected. You must also arrange a Housing Quality Standards inspection through your *WHEP counselor*.

9) **Once your inspection requirements have been met,** your Lender and your *WHEP counselo*r will work together to determine your Down Payment Assistance options. *Note: All DPA programs have purchase price caps.*

10) **Close the deal and move into your new Home!** Don't forget to notify your *WHEP* Counselor of your new Address.

11) **Sign up for *WHEP* Home Maintenance Training provided by Habitat for Humanity of Huron Valley .** You will be contacted to register for the home maintenance training when these training dates are determined.

12) **Notify your *WHEP* Counselor immediately** in the event of questions or financial emergencies.

MICHIGAN STATE UNIVERSITY EXTENSION

May 22, 2007

Dear Potential Homebuyer,

Thank you for your interest in the Washtenaw Housing Education Partners (WHEP) Homebuyer Education Program. Michigan State University Extension, Community Housing Alternatives, POWER, Inc., and Washtenaw County along with other collaborative partners have created a unique partnership to provide homebuyer education services and down payment assistance programs for low - to moderate- income, first time homebuyers. WHEP Orientation sessions and Pre-purchase Homebuyer Education classes are open and free to all. **Classes are limited to 60 participants so please register early and please note we can not accommodate children.**

To qualify for any kind of financial assistance, a family must fall at or below the HUD income guidelines. The attached Program Income Limit Chart for 2007 (Washtenaw County) on page 2 of this package indicates income limits for each homebuyer program for which WHEP provides services. To ensure the success rate of potential homebuyers, we are now requiring *all* new participants to attend an orientation session.

During the orientation session, we will outline application requirements and participation expectations. As county, state and federal dollars fund this program, income verification is required for the entire household. To prepare for the WHEP Orientation, please do the following:

1. Review the WHEP Orientation Schedule (page 5) and choose a date that you would like to attend. Complete and return your reservation slip (page 5) or call MSU Extension to make a reservation at least 3 days prior to your chosen session. **Note: you will not receive a reminder notice, so please mark your calendar.** You will only be contacted in the event that your chosen class is already full.

2. Review the below list and check ✓ the kinds of income you and your family receives. **Bring COPIES of the items on this checklist to the Orientation.**

You	Spouse/ Other adult	Child/ Children *(Under 18)*	Source of Income *Bring copies of official documents to prove your income.*
			All household 2006 W2's or Tax return (for all household members)
			3 pay stubs—most recent to date for each household member, each job
			Social security Benefits
			Unemployment Benefits
			Financial Independence Program (FIP)
			Retirement
			Veteran's Benefits
			Worker's Compensation
			Child Support *(Friend of the Court ruling and/or printout to date)*
			Supplemental Security Income (SSI)
			Military Allotments
			Alimony
			State Disability Assistance

3. **Bring COPIES of official documents to prove your income for all of the above checked items. NOTE: We do not have access to a copier so original documents will not be copied or returned.** If you do not have verification documents, contact the relevant agency to give you written verification. **Your application cannot be processed until your household income is verified**.

4. If you receive **FIP**, bring your Case Worker's name and your Case Number.

Note: Subsequent classes for this program are on the attached Washtenaw Housing Education Partners Program Schedule (page 3). Please review these dates and plan for them on your calendar.

We look forward to working with you,

Andrea Plevek *Rhonda J. McGill*

Andrea Plevek
Washtenaw County MSU Extension
Community Development Agent

Rhonda J. McGill
Community Housing Alternatives
Executive Director

Attachment: Washtenaw Housing Education Partners brochure

WASHTENAW COUNTY

Michigan State University Extension

705 N. Zeeb Rd.
P.O. Box 8645
Ann Arbor, Michigan
48107-8645

734/997-1678
Fax: 734/222-3990

msuextension@ewashtenaw.org
http://extension.ewashtenaw.org

Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, religion, age disability, political beliefs, sexual orientation, marital status, or family status.

Michigan State University, U.S. Department of Agriculture and Washtenaw County cooperating

MSU is an affirmative action, Equal-opportunity institution.

Program Summary and Income Limit Chart for 2007 (Washtenaw County)

Program	Household Size 1	2	3	4	5	6	7	8
Ann Arbor DPA • Must be a resident of Ann Arbor purchasing in Ann Arbor • Up to $20,000 for Down Payment & Rehab Assistance	$41,700	$47,700	$53,650	$59,600	$64,350	$69,150	$73,900	$78,650
CHA DPA • Must purchase in Ypsilanti City and Townships of Ann Arbor, Bridgewater, Northfield, Pittsfield, Salem, Scio, Superior, York, Ypsilanti • Up to $10,000 for Down Payment & Rehab Assistance	$41,700	$47,700	$53,650	$59,600	$64,350	$69,150	$73,900	$78,650
Habitat for Humanity (Huron Valley) • Serves Washtenaw County/Apply to Habitat office • Income limits between 30-50% AMI • New construction/Sweat Equity required	$17,300 To $28,850	$19,750 to $32,950	$22,250 to $37,100	$24,700 to $41,200	$26,700 to $44,500	$28,650 to $47,800	$30,650 to $51,100	$32,600 to $54,400
Home Choice • Statewide Program • Must use a specified lender • Must have a documented disability • 8% of sales price for down payment and up to $3,000 for closing costs and pre-paids not to exceed $12,000	$41,700	$47,700	$53,650	$59,600	$62,800	$62,800	$62,800	$62,800
MSHDA Links to Homeownership/Down Payment Assistance Programs • Statewide Programs • Up to $7,500 Down Payment Assistance • Requires a MSHDA Mortgage which has a below market interest rate • Free educational services families with minor children	$41,700	$47,700	$53,650	$59,600	$60,700	$60,700	$60,700	$60,700
MSHDA Single Family Mortgage • Statewide loan Program • Below market interest rate *Cities of Ann Arbor and Ypsilanti **all other Washtenaw	$72,250* $62,800**	$72,250* $62,800**	$72,250* $62,800**	$72,250* $62,800**	$72,250* $62,800**	$72,250* $62,800**	$72,250* $62,800**	$72,250* $62,800**
USDA Rural Development Direct loan • Statewide Program Zero Down loan, No PMI • Interest rate subsidized as low as 1% • Applicable only in Rural Areas • Purchase Price limit $211,000 • Apply to USDA Rural Development office	$41,700	$47,700	$53,650	$59,600	$64,350	$69,150	$73,900	$78,650
USDA Rural Development Guaranteed loan • Statewide Program Zero Down loan, No PMI • Market interest rate • Applicable only in Rural Areas	$60,000	$68,550	$77,150	$85,700	$92,550	$99,500	$106,300	$113,150
Washtenaw County IDA • Statewide Program • *Must have a minor child in household* • $3: $1 Matched savings program for Homeownership • 6 months-2 year savings contract • Maximum match $3,000	$19,140	$25,660	$32,180	$38,700	$45,220	$51,740	$58,260	$64,780 $6,520 each additional person)
Washtenaw County Homeownership Assistance Programs • A minimum of $20,000 subsidy stays in the home • Income limits between 50-80% AMI (some exceptions apply) • Serves Ypsilanti City and Townships of Ann Arbor, Bridgewater, Northfield, Pittsfield, Salem, Scio, Superior, York, Ypsilanti • Rehabbed homes and new construction	$28,850 to $41,700	$32,950 to $47,700	$37,100 to $53,650	$41,200 to $59,600	$44,500 to $64,350	$47,800 to $69,150	$51,100 to $73,900	$54,400 to $78,650

Washtenaw Housing Education Partners Program Schedule

The below classes are part of the WHEP program. Attendance at Pre -purchase Homebuyer Education is mandatory. Additionally, you will need to schedule an individual (household) credit review appointment with a WHEP counselor. Participation in Financial Management Education will be determined by a WHEP counselor on a case -by-case basis.

Summer 2007 Pre-purchase Homebuyer Education (required for all applicants and co-applicants)

Date *(choose one)*	**Time**	**Location**
June 20th and 27th, 2007 (Wednesdays)	**6:30-9:30 pm** (both sessions required)	Washtenaw County Western Service Center -(lower level) **MSU Extension Classroom** 705 N. Zeeb Rd., Ann Arbor, MI (734-997-1678 x 0) (See map on page 4)

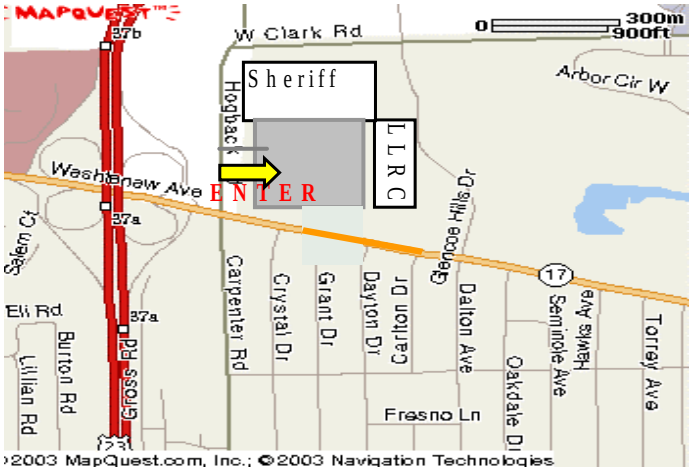
Individual Credit Review Appointment (required for all applicants and co-applicants)

For Pre-purchase completed	**Appointment Dates**	**Location**
June 20th and 27th, 2007	July 9-19, 2007 – No Fridays	POWER, Inc., 4180 Packard Rd. Ann Arbor, MI 48108 Kamala Massey (734) 929-6509
Call for appointment	Call for appointment	
Call for appointment	Call for appointment	

Winter 2007 Financial Management Education (case by case)

Thursdays 6:30 pm to 9 pm	Saturdays 10 am to 12:30	**Location: Washtenaw County Library Learning Resource Center (LLRC)** Located in the Washtenaw County Service Center on Hogback Rd., 2nd Driveway North of Washtenaw in Ann Arbor (follow the signs to the County Sheriff) POWER, Inc. (734) 929-6509 Choose either the Thursday or Saturday Series. **Note: Everyone is required to attend the Saturday, **09/08/07** and Thursday **11/01/07** sessions*
*only offered on Saturday	09/08/07	
09/13/07	09/15/07	
09/20/07	09/22/07	
09/27/07	09/29/07	
10/04/07	10/06/07	
10/11/07	10/13/07	
10/18/07	10/20/07	
10/25/07	10/27/07	
11/01/07	*only offered on Thursday	

LLRC Directions



From US-23 take Exit 37a (Ypsilanti)
onto Washtenaw Avenue (East).
At first intersection turn left (North) on Hogback. Turn right into the Washtenaw County Service Center just past the corner.

For more information on the WHEP program, homebuyer assistance programs, and other MSU Extension educational programs and information, please visit the following website:

http://www.ewashtenaw.org/government/departments/extension/ex_extcomm.html

Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, or family status. Persons with disabilities may request accommodations by calling the Extension office at 734/997 -1678, two weeks prior to the date of the event to ensure sufficient time to make arrangements. Requests received later will be met when possible.

Washtenaw Housing Education Partners

Working together to build strong communities.

Washtenaw County/MSU Extension	Community Housing Alternatives	POWER, Inc.
(734) 997-1678	(734) 482-3300 x 202	(734) 544-6559
fax: (734) 222-3990	fax: (734) 482-3894	fax: (734) 544-6569

Washtenaw Housing Education Partners Orientation Schedule

Welcome to the Washtenaw Housing Education Partners (WHEP) homebuyer education program for low to moderate-income families. The first phase of the WHEP program is a 2-hour Orientation in which you will learn about the homebuyer programs available in Washtenaw County. Please review the following list of Orientation dates, and make reservations for the session date you prefer. All adults in the household are strongly encouraged to register and attend. *Please note we can not accommodate children*.

Bring COPIES of all your household income verification documentation to the Orientation Session.

Early Summer 2007 WHEP Orientation Dates (choose one)

Date *(choose one)*	**Time**	**Location**
June 14, 2007 (Thursday)	5:30 – 7:30 p.m.	**Location: Washtenaw County Library Learning Resource Center (LLRC)** Located in the Washtenaw County Service Center on Hogback Rd., 2nd Driveway North of Washtenaw in Ann Arbor (follow the signs to the County Sheriff) (See map on page 4)

Registration Deadline: 3 days prior to the session. Classes are limited to 60 participants each.

Persons with disabilities may request accommodations by calling MSU Extension at 734-997-1678 two weeks prior to the date of the event to ensure sufficient time to make arrangements. Requests received later will be met when possible.

✂----------

Registration Form – Washtenaw Housing Education Partners ORIENTATION

*Please note we can **not** accommodate children*

*All Adult Household Members **Must** Attend*

☐ June 14, 2007
(Thursday, 5:30 -7:30 p.m.)

Adults _____ Names: _____

Address: _____

City: _____ Zip: _____

Phone: _____

Registration Deadline
3 days prior
to the chosen session.
Classes are limited to 60 participants each.

Return your WHEP Orientation registration form

by mail: MSU Extension, 705 N. Zeeb Rd., P.O. Box 8645, Ann Arbor, MI 48107 -8645

in person: MSU Extension, 705 N. Zeeb Rd, Ann Arbor, MI 48107

by fax: (734) 222-3990

by phone: MSU Extension at (734) 997-1678 x 0

MSHDA HOUSEHOLD PROFILE

Date: _____

For Counselor Use Only:
Program: ☐ LINKS to Homeownership/ ☐ FSS/LINKS to Homeownership / ☐ Other:_____

Applicant Name First:_____MI:_____ Last:_____ SSN: _____

Street Address: _____ Apt: _____ County: _____

City: _____ MI Zip Code: ___ _____ Own: _____ Rent: _____

Home Phone: (_____)_____-_____ Business Phone: (_____)_____ -_____

Co-Applicant Name First:_____ MI:_____ Last:_____ SSN: _____

Street Address: _____ Apt: _____ County: _____

City: _____ MI Zip Code: _____ Own: _____ Rent: _____

Home Phone: (_____) _____-_____ Business Phone: (_____) _____ -_____

For Statistical Purposes: (Please circle and complete appropriate answer as it applies to **Applicant**)

Ethnicity (You must select one)

1. Hispanic *2. Non-Hispanic*

Single Race:

1 American Indian/Alaskan Native
2 Asian
3 Black / African American
4 Native Hawaiian/Pacific Islander
5 White

Multi-Race

6. American Indian/Alaskan Native ***and*** *White*
7. Asian ***and*** *White*
8. Black/African American ***and*** *White*
9. American Indian/Alaska Native ***and*** *Black/African American*
10.Other Multiple Race

Sex: Male Female
Married: Yes No
Disabled: Yes No
Previous Homeowner: Yes No
If Yes, within the last three years?
Yes No

For Statistical Purposes: (Please circle and complete appropriate answer as it applies to **Co-Applicant**)

Ethnicity (You must select one)

1. Hispanic *2. Non-Hispanic*

Single Race:

1 American Indian/Alaskan Native
2 Asian
3 Black / African American
4 Native Hawaiian/Pacific Islander
5 White

Multi-Race

6. American Indian/Alaskan Native ***and*** *White*
7. Asian ***and*** *White*
8. Black/African American ***and*** *White*
9. American Indian/Alaska Native ***and*** *Black/African American*
10.Other Multiple Race

Sex: Male Female
Married: Yes No
Disabled: Yes No
Previous Homeowner: Yes No
If Yes, within the last three years?
Yes No

Please List Applicant, Co-Applicant, and All Other Household Members: Please list all sources of income for adult members of the household. Do include unearned income of minor children **. (Do not include earned income of minor children)**

Name	Date of Birth	Gross Annual Income	Primary Source of Income	Relationship To Applicant
(Applicant)				**XXXXXXXX**
(Co-Applicant)				

Total Household Income: **$_____ (Excluding Minor Children)

Income Sources: Wages, Worker's Comp, Veteran Benefits, Unemployment, SSI, Social Security Benefits, Re tirement, Public Assistance, Military Allotments, Child Support, Alimony, Other: amounts must be broken down per category per recipient.

Revised Date 5/2006

How did you hear about **LINKS to Homeownership or FSS/LINKS to Homeownership** ?

- ☐ Referral from MSHDA.
- ☐ Referral from Department of Human Services.
- ☐ Referral from a Lender.
- ☐ Referral from a Real Estate Professional.
- ☐ Referral from a Community Organization.
- ☐ Referral from Friend/Relative.
- ☐ Walk in Self-Referral.
- ☐ Other:_____

Please answer the following questions (ARelated@ means by blood, marriage or adoption):

1. Mark all Department of Human Services programs that your family is receiving at this time or has received in the past two years. Please mark with a **C** if currently receiving, or with a **P** if you have received in the past two years.

   _____FIP (Formerly ADFC) Case Worker Name:_____ Case Number: _____

   _____ Food Stamps _____ Medicaid _____ Child Day Care

2. A. Do one or more children under the age of 18 who are related to you or the co-applicant live in your home?
   _____ Yes _____ No
   B. Do one or more children age 18 attending high school full time who are related to you or the co-applicant live in your home?
   _____ Yes _____ No
   C. Are you or the co-applicant currently pregnant? _____Yes _____ No

---

I hereby certify that the information given above is accurate and complete. I understand that if information I provided is discovered to be false or misleading, my participation may be denied or terminated.

Ω_____ _____ County You Intend to Reside In:_____
Signature of Applicant Date _____

Ω_____ _____ County You Intend to Reside In:_____
Signature of Co-Applicant Date _____

TO BE COMPLETED BY HOMEOWNERSHIP COUNSELOR
DETERMINATION OF LINKS TO HOMEOWNERSHIP PROGRAM ELIGIBILITY

Verified Family Income: $ _____ Family Maximum Income Limit: $ _____

FAMILY IS ELIGIBLE: _____ Yes _____No

Agency Name: _____ Agency Number: _____

Phone Number: _____

Lender: _____

Date of Initial Counseling: _____

Signature of Counselor: _____ Date:_____

Release of Information

In signing this consent form, you are authorizing MSHDA, its agents, employees or affiliates to request income and asset information from all income providers (i.e. social security administration, Department of Human Services, Employers, etc.), those entities listed on your Household Profile and any other related application forms. Information may also be gathered from previous or current landlords, credit reporting agencies, collection agencies, and personal references for the purpose of the program qualification.

Further, you are allowing MSHDA to provide this information to its agents, employees, or affiliates involved with *LINKS to Homeownership or FSS/LINKS to Homeownership* for the purpose of this referral. The agents, employees, or affiliates involved with *LINKS to Homeownership or FSS/LINKS to Homeownership* may also provide this information to MSHDA Private owners may not request information authorized by this form unless disclosure of such information is required under State or Federal Law.

Failure to sign the consent form may result in denial of assistance or termination of benefits.

CONSENT:
I/we hereby allow MSHDA, its agents, employees, or its affiliates to request and obtain income and asset information, a consumer credit report from a consumer reporting agency, landlord and personal information pertinent to the qualification process for LINKS to Homeownership or FSS/LINKS to Homeownership.

If you, or anyone in your family feels as though they have been unfairly steered or pressured into using a certain Mortgage Lending Product (home loan), real estate, or other housing related services please contact the LINKS to Homeownership Program immediately at 517-373-6840.

Applicant's Signature	**Date**
Co-Applicant's Signature	**Date**
Other Adult Household Member	**Date**
Other Adult Household Member	**Date**
Other Adult Household Member	**Date**