



Redevelopment Authority of Prince George's County

My HOME II MORTGAGE SETTLEMENT PROGRAM GUIDELINES AND PROGRAM MANUAL

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1. INTRODUCTION

Fostering and promoting affordable homeownership is a key housing policy strategy for Prince George's County. The My HOME II MORTGAGE SETTLEMENT Program supports this strategy by providing home purchase assistance to eligible first time homebuyers to purchase residential properties in targeted zip codes in Prince George's County. Home purchase assistance includes down payment, mortgage principal reduction and/or closing costs. The Program is funded by the National Mortgage Loan Servicing Practices Settlement Fund and the Maryland Neighborhood Conservation Initiative. The Redevelopment Authority of Prince George's County (RDA) administers the Program in partnership with participating lenders, realtors, and housing counseling agencies approved by the U. S. Department of Housing and Urban Development (HUD).

2. ELIGIBLE PROPERTIES

Single family dwelling units, town houses and condominiums are eligible for assistance. Eligible properties include re-sales, short sales, new construction and foreclosures. **Foreclosures must have a purchase price that is at least 1% lower than the appraised value as reflected by an appraisal completed within 60 days of the final contract offer.**

The Seller must certify in an Affidavit provided by the Program, that the property is owner occupied, vacant or not lawfully occupied by a tenant at the time of initial contract; and, that the Seller has not unlawfully evicted a tenant or refused to renew a lease in anticipation of an initial contract offer where the purchase is to be funded in part by Program funds.

3. ELIGIBLE ZIP CODES

<u>ZIP CODE</u>	<u>COMMUNITY</u>
20706	Lanham
20737	Riverdale Park
20743	Capital Heights
20744	Fort Washington
20745	Oxon Hills
20746	Suitland
20747	District Heights
20748	Temple Hills
20772	Upper Marlboro
20774	Upper Marlboro/Largo
20784	New Carrollton
20785	Landover/Hyattsville

4. APPLICANT ELIGIBILITY

Applications will be accepted with no discrimination as to race, color, religion, creed, national origin, sex, marital status, physical or mental disability or sexual orientation.

Applicants must be first time homebuyers and must not have owned residential real estate, including cooperatives anywhere during the three years immediately preceding the date application is made to the My Home II Program. **(Investors or current owners of residential property are excluded from participation in this program).**

Applicants must agree to live in the home being purchased as their principal residence.

Applicants must be 18 years of age or older

Applicant's household annual income must be at or below **120%** of the area median income (AMI) for Prince George's County. See **Table I: Income Limits**.

Applicants must contribute a minimum amount 1.75% of the purchase price towards the purchase of the home. This includes: earnest money deposits, appraisal fee, inspection fees, homeowner's insurance premium, credit reports, termite, and housing counseling fee.

Applicants must attend an 8-hour counseling class provided by a HUD Certified housing counseling agency and received a Certificate of Completion. (Online courses are not valid).

Applicants must be ***Credit Worthy*** and able to qualify for a first mortgage through a **Participating Lender**,

Applicants obtaining a 203K Streamline loan MUST attend My Home II 203K workshop, sponsored by My Home II Program.

Applicant must have an eligible ratified Contract of Sale on a residential property located in Prince George's County.

5. CREDIT AND MORTGAGE STANDARDS

a. Credit Score

The Program does not require a specific credit score. However, applicants must be able to meet all credit requirements or credit score benchmarks required by a Participating Lender to obtain a first mortgage. Individuals that have been unable to obtain an approval for a mortgage by a Participating Lender or have credit issues, are advised to contact a housing counseling agency to obtain credit counseling. A list of HUD approved counseling agencies is provided on the website.

b. First Mortgage

Adjustable rate or balloon payment mortgages are ineligible for the Program. Applicants may use FHA, VA, or conventional first mortgage loan products. Applicants may also combine the MY HOME II homeownership assistance with other homeownership programs. If applicable, provide approval letter from 3rd party homeownership program with additional loan amount. This information is needed to determine My

Home II loan amount. My Home loan amount is up to 20,000.00 based on need. There is absolutely NO MONEY BACK to purchaser at settlement.

6. DEBT RATIO STANDARDS

To minimize the risk of defaults or foreclosures on properties financed through the Program, housing cost Debt to Income Ratio or front end (DTI) 33% and the back end ratio or total DTI of 43% is required for all applicants. Exceptions can be made on a case by case basis with compensating factors.

7. LOAN AMOUNT

The approved loan amount may be up to \$20,000.00 as needed to meet required 43% DTI ratios after a review of other income sources and requirements, including the borrower's minimum cash contribution, liquid assets and other homeownership assistance programs used.

8. REPAYMENT REQUIREMENTS AND AFFORDABILITY PERIOD

There will be no monthly payment on the My Home II loan. The My Home loan will be a deferred payment loan, secured on the property as a second trust, with the loan due upon sale, transfer of the property, if the property ceases to be the primary residence of the borrower or if property doesn't meet My Home II guidelines when applying for a streamline refinance (see subordination policy on website.) address Applicants must agree to maintain the house as their primary residence.

Please note again that the applicant must pay back the My Home II assistance loan in full, regardless of length of residency.

9. INTEREST RATE

The interest rate on the approved loan will be 0%. However, in the event of a default, the outstanding balance will accrue an annual interest rate of 5.75%.

10. PRIMARY RESIDENCY RESTRICTIONS

The My Home II Program does not provide assistance to investors or for the purchase of the rental properties or second homes. Therefore the prospective property must be the applicant's primary residence for the entire length of loan term. At the closing of the loan, the borrower will be required to sign a Regulatory Agreement and Declaration of Covenants that will be recorded in the land records of Prince George's County, agreeing to comply with the primary residency requirements. In addition, loan recipients will be required to provide annual written certification of compliance with the primary residency requirement.

11. HOUSEHOLD INCOME LIMITS AND INCOME DETERMINATION

Household income for qualification of assistance under the My Home II Program will be determined by calculating the income of all members of the household 18 years and above, regardless of whether the household member is an applicant on the first mortgage loan. For example, in the case of a husband and wife where the wife is the loan applicant because of more favorable credit, and the husband is not an

applicant, the My Home II Program will count the income of both the husband and the wife in the eligibility decision.

Applicants for the My Home II Program must have gross annual household incomes at or below 120% of the area median, adjusted for family size:

Table I: Income Limits - Effective: June 2013

MAXIMUM INCOME CHART TO 120% AMI

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$90,150	\$103,000	\$115,900	\$128,750	\$139,050	\$149,350	159,650	\$169,950

Annual household income is defined in 24 CFR 5.609, and is referred to as "[Part 5 annual income](#)." The Part 5 definition of annual income is the gross amount of income of all adult household members that is anticipated to be received during the coming 12-month period, and income earned from assets (in general, an asset is cash or a non cash item that can be converted to cash. It is the income earned from the asset - not the value of the asset - that is counted).

To assist in determining if an applicant is eligible, HUD has provided an income calculator, which can be found at <https://webapps1.hud.gov/hfc/calculator>. The Step by Step method must be used to determine eligibility.

WHAT SHOULD I INCLUDE WHEN DETERMINING HOUSEHOLD INCOME

General Category	Explanation
1. Income from wages, salaries, tips, etc.	The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
2. Business Income	The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family.
3. Interest & Dividend Income	Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in number 2 (above). Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
4. Retirement & Insurance Income	The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in number 14 of Income Exclusions).
5. Unemployment & Disability Income	Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay (except as provided in number 3 of Income Exclusions).
6. Welfare Assistance	<p>Welfare Assistance. Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income:</p> <ul style="list-style-type: none"> ▶ Qualify as assistance under the TANF program definition at 45 CFR 260.31; and ▶ Are otherwise excluded from the calculation of annual income per 24 CFR 5.609(c). <p>If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:</p> <ul style="list-style-type: none"> ▶ the amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus ▶ The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is reduced from the standard of need by applying a percentage, the amount calculated fewer than 24 CFR 5.609 shall be the amount resulting from one application of the percentage.
7. Alimony, Child Support, & Gift Income	Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
8. Armed Forces Income	All regular pay, special day and allowances of a member of the Armed Forces (except as provided in number 7 of Income Exclusions).

WHAT IS EXCLUDED WHEN DETERMINING HOUSEHOLD INCOME

General Category	Explanation
1. Income of Children	Income from employment of children (including foster children) under the age of 18 years.
2. Foster Care Payments	Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).
3. Inheritance and Insurance Income	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in number 5 of Income Inclusions).
4. Medical Expense Reimbursements	Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of Live-in Aides	Income of a live-in aide (as defined in 24 CFR 5.403).
6. Disabled Persons	Certain increases in income of a disabled member of qualified families residing in HOME-assisted housing or receiving HOME tenant-based rental assistance (24 CFR 5.671(a)).
7. Student Financial Aid	The full amount of student financial assistance paid directly to the student or to the educational institution.
8. Armed Forces Hostile Fire Pay	The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
9. Self-Sufficiency Program Income	<ul style="list-style-type: none"> a. Amounts received under training programs funded by HUD. b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS). c. Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program. d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time. e. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program.
10. Gifts	Temporary, nonrecurring, or sporadic income (including gifts).
11. Reparations	Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.
12. Income from Full-time Students	Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household or spouse).
13. Adoption Assistance Payments	Adoption assistance payments in excess of \$480 per adopted child.
14. Social Security & SSI Income	Deferred periodic amounts from SSI and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts.
15. Property Tax Refunds	Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.

16. Home Care Assistance	Amounts paid by a state agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep this developmentally disabled family member at home.
17. Other Federal Exclusions	<p>Amounts specifically excluded by any other federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions of 24 CFR 5.609(c) apply, including:</p> <ul style="list-style-type: none"> ▶ The value of the allotment made under the Food Stamp Act of 1977; ▶ Payments received under the Domestic Volunteer Service Act of 1973 (employment through VISTA, Retired Senior Volunteer Program, Foster Grandparents Program, youthful offender incarceration alternatives, senior companions); ▶ Payments received under the Alaskan Native Claims Settlement Act; ▶ Income derived from the disposition of funds to the Grand River Band of Ottawa Indians; ▶ Income derived from certain sub marginal land of the United States that is held in trust for certain Indian tribes; ▶ Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program; ▶ Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721); ▶ The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court and the interests of individual Indians in trust or restricted lands, including the first \$2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands; ▶ Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs; ▶ Payments received from programs funded under Title V of the Older Americans Act of 1985 (Green Thumb, Senior Aides, Older American Community Service Employment Program); ▶ Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.); ▶ Earned income tax credit refund payments received on or after January 1, 1991, including advanced earned income credit payments; ▶ The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990; ▶ Payments received under programs funded in whole or in part under the Job Training Partnership Act (employment and training programs for Native Americans and migrant and seasonal farm workers, Job Corps, state job training programs and career intern programs, AmeriCorps); ▶ Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation; ▶ Allowances, earnings, and payments to AmeriCorps participants under the National and Community Service Act of 1990; ▶ Any allowance paid under the provisions of 38 U.S.C. 1805 to a child suffering from spina bifida who is the child of a Vietnam veteran; ▶ Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act; and ▶ Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998.

12. MAXIMUM PURCHASE PRICE

Purchase prices for borrowers that are 80% AMI or below is \$295,000 (**RESALES**) and \$370,000 (**NEW CONSTRUCTION**); for households with income at 81% to 120% of the AMI, there is no cap on purchase price, however applicant must meet MY HOME II Program DTI Standards.

13. PROPERTY STANDARDS

The home to be purchased must pass a Housing Quality Standards Inspection (HQS) *prior* to closing or within 4 months from purchase if FHA 203K Streamline or conventional rehabilitation loan used.

14. HQS INSPECTION PROCEDURES

The HQS inspection must be conducted by American Property Consultants, Inc. (APC), a licensed full service inspection company. A \$69 initial inspection fee from the applicant is required and is due and payable to APC before the HQS inspection can be scheduled. A missed inspection fee of \$25 will be charge by APC for no show, no access, or turned-off utilities. *One follow up inspection fee of \$48 will be paid by the My Home II Program for completed repairs on failed inspections. Fees for more than one follow up inspection will be paid by the applicant.*

The following are the My Home II Program HQS inspection procedures:

The Participating Lender or Applicant must request a HQS Inspection using the HQS Inspection Request Form available on the **APC website at: www.hudpass.com**. Look for: "My Home Program / Buy Suitland Program" on the left menu bar under HQS. Click on the program name and you will be prompted to enter a password. The password is: **MHBS** Provide proof of the APC initial inspection must be submitted with the application/submission package.

- A. The Request may be submitted by email or by fax on 410-586-1963, and should be submitted prior to the FHA appraisal inspection.
- B. The inspection fee must be paid with a credit card through the APC web site. **(Please note that the request for an HQS Inspection does not guarantee or reserve funds.)**
- C. APC will make initial contact with the Participating Lender or Realtor within 48 hours of receiving the Inspection Request and payment to verify that unit is ready for inspection and schedule the inspection. **All utilities must be turned on.**
- D. After confirmation by the Participating Lender or Realtor of access to the property, APC will have 5 days to schedule and complete the inspection.
- E. A \$25 penalty fee will be charged to the Applicant in the event that the unit is not ready for inspection, if access cannot be obtained, or if the utilities are not turned on.
- F. APC will inform the Participating Lender/Realtor of the inspection results in writing.
- G. Proof of the APC initial inspection must be submitted with the application package.
- H. The Participating Lender/Realtor will be responsible for communicating the results of the inspection to the My HOME II loan processor responsible for the file.
- I. In the case of a failed HQS Inspection, Participating Lender or Applicant should schedule follow-up inspection with APC, when repairs are completed.
- J. ***Only one repair inspection will be paid for by the MY HOME II Program, therefore a follow-up inspection should not be scheduled until all repairs are completed.***

- K. If Applicant elects to do a 203K or conventional rehabilitation loan after a failed HQS inspection, all deficiencies identified should be included in the scope of work from 203K consultant.
- L. All deficiencies identified in the HQS Inspection Report that are an eminent threat to life, health and safety, as determined by the HQS Inspector (e.g., the presence of mold), **must be corrected prior to occupancy.**

BUYERS ARE WARNED NOT TO SPEND MONEY FOR REPAIRS ON A SELLER OWNED PROPERTY PRIOR TO CLOSING DUE TO THE RISK THAT THE LOAN MAY NOT CLOSE AND DUE TO THE MY HOME II REQUIREMENT THAT NO CASH BE DISBURSED OR "REIMBURSED" TO THE BUYER AT SETTLEMENT.

15. FHA 203K OR CONVENTIONAL REHABILITATION LOANS

An FHA 203K streamlines or conventional rehabilitation loan above 35,000 is not allowed. To reduce the risk of contractor problems and incomplete scope of work, the following measures will be required:

- A. The Participating Lender/Realtor must request an HQS Inspection through APC (see HQS Inspection Procedures).
- B. A HUD approved FHA 203K consultant must develop scope of work which will include all HQS repairs, if needed.
- C. Scope of Work must be completed within 4 months of closing. (Submit estimated completion date with application package) All general contractors must be licensed through the Maryland Home Improvement Commission.
- D. General Contractor must provide at least two verifiable references for completing a similar project.
- E. A minimum of **10%** contingency in the rehab loan amount to fund cost overruns is required. (Submit 203K worksheet with application package).
- F. Submit a project timeline and estimated scope of work completion date.
- G. The My Home II program will request and fund final HQS inspections per estimated completion date. See My Home II 203K addendum

For borrowers electing not to use the 203K Streamline program, all HQS deficiency repairs must be completed prior to closing. My Home II funds cannot be used for repairs. Reimbursements for repairs made by buyer or seller will not be allowed.

16. HOME INSPECTION COMPLIANCE

The HQS Inspection conducted by APC is not done in lieu of an Applicant's home inspection. The My Home II Program also requires borrowers who are not participating in a 203K Streamline **program to obtain a home inspection by a licensed Inspector.** The Program requires only a copy of the invoice and the Inspector's license, as proof that the home Inspection has been completed

17. LEAD BASED PAINT COMPLIANCE

The Program is subject to the Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4831 et seq.,) and the Lead Based Paint Regulations (24 CFR Part 35 and 24 CFR Section 570.608). All assisted purchases for residential properties must have a Lead Disclosure Form signed by both buyer and seller and must be included in the application package. This document can be found on the website.

18. PURCHASER'S MINIMUM CASH CONTRIBUTION

Applicants must contribute 1.75% of the final purchase price **or** 50% of liquid assets over \$3,000, **whichever is greater**, to the purchase of the property. Payments of any upfront costs by the purchaser including Earnest Money Deposit (EMD), lender application fees, appraisals, inspections and housing counseling fees may be credited to this requirement. In some cases, the purchaser's contribution when considering EMDs and upfront costs may exceed the required cash contribution, which is only a MINIMUM CASH REQUIREMENT, NOT A MAXIMUM REQUIREMENT.

19. MONEY RETURNED TO BORROWER

Borrower is prohibited from receiving money back at settlement.

BUYERS ARE WARNED NOT TO PAY FOR REPAIRS ON PROPERTY THEY DO NOT OWN. ANY BUYER FUNDED REPAIRS PRIOR TO CLOSING OR AT CLOSING WILL NOT COUNT TOWARDS PRUCAHSEY'S MINIMUM CASH CONTRIBUTION AND WILL OT BE REIMBIURSED TO THE BUYER AT CLOSING.

20. SELLER CONTRIBUTION

Sellers are encouraged to contribute at least 3% of the purchase price toward borrower's closing costs. Borrowers are advised to consult with their lender before writing an offer to ensure that the seller contributions negotiated can be utilized.

21. APPLICATION PROCESS

Applications to the Program can only be submitted by a Participating Lender. All required application intake documents on the MY HOME II Check List (Attachment (II)) must be submitted with the application. **ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED. ALL INCOMPLETE PACKAGES WILL BE RETURNED IMMEDIATELY TO THE LENDER.**

The Program **requires 21-business days to process and close an application after all documents on the Application Checklist are received.** . This timeline also anticipates that sellers, listing agents and lenders will schedule an HQS Inspection and repair any deficiencies prior to submitting an application or include deficiencies in an FHA 203K Streamline scope of work.

Please be aware that if a borrower does not use the FHA 203K Streamline option, several or significant HQS Inspection deficiencies may delay the approval of a **MY HOME II** application, and as a consequence, extend processing beyond the 21-business day timeline. Additionally, failure to submit items on the application checklist, particularly the Participating Lender's Clear to Close will cause significant delays and add to the 21-business day timeline.

In addition, please note that the 21- business days processing time does not include the number of days an application has been in the underwriting pipeline of a Participating Lender or the time it takes a lender to package an FHA 203K Streamline transaction. THEREFORE NO APPLICATION WILL BE ACCEPTED FROM A PARTICIPATING LENDER UNLESS THERE IS AT LEAST 21-BUSINESS DAYS REMAINING ON THE FINAL SALES CONTRACT OR AN EXECUTED AMENDMENT

TO THE SALES CONTRACT IS PROVIDED, EXTENDING THE CONTRACT FOR AT LEAST 21 BUSINESS DAYS.

ONLY SHORTSALES MAY BE ACCEPTED WITH LESS THAN 21 BUSINESS DAYS REMAINING ON THE SALES CONTRACT. DO NOT ATTEMPT TO SUBMIT AN APPLICATION WITH LESS THAN THE REQUIRED TIME FOR ANY OTHER TYPE OF PROPERTY. IT WILL NOT BE ACCEPTED.

A submittal of an application by a Participating Lender does not guarantee that the application will be funded as applications are approved and funded on a first come, first ready basis. For example, if approval of an application is conditioned upon repairing HQS deficiencies or obtaining clearance to close from the first lender, or clearing a title condition, it is quite possible that funds could be depleted while an application is in the pipeline, by loans that are cleared and ready to go. Therefore, it is strongly advised that Participating Lenders and team work to ensure that the application is submitted as complete and “clean” as possible.

Due to internal County Agency requirements, *MY HOME II* closing department requires 7 business days from receipt of final documents from 1st trust lender, i.e., clear to close, to close your loan.

22. GETTING STARTED

Applications must be submitted through a Participating Lender listed at www.princegeorgescountymd.gov/MYHOME. You must have an executed sales contract to purchase an eligible residential property, before you can complete an application with a Participating Lender. You must also complete a minimum 8-hour housing counseling course provided by a HUD certified housing counseling agency.

Do not contact the Prince George’s Department of Housing and Community Development or the Redevelopment Authority for an application.

Follow these steps if you are interested in the Program:

1. Contact a MY HOME II Program Participating Lender to get pre-approved for a first mortgage only. This pre-approval comes after a review of your credit and income, generally provides a benchmark amount of what the bank will lend you to purchase a house, and is subject to final underwriting and approval. **PLEASE NOTE THAT A PARTICIPATING LENDER CANNOT APPROVE YOU FOR THE MY HOME II PROGRAM. A PRE-APPROVAL FOR A FIRST MORTGAGE BY A PARTICIPATING LENDER DOES NOT GUARANTEE APPROVAL OF YOUR APPLICATION FOR A MY HOME II LOAN.**
2. Contact your real estate agent to identify properties in the eligible My HOME II zip codes in Prince George’s County.
3. Attend an 8-hour housing counseling course provided by a HUD Certified Housing Counseling Agency. Download a list of HUD approved counseling agencies from www.princegeorgescountymd.gov/MYHOMEII.

4. Attend a MY HOME II 203K Workshop, if borrower is applying for an FHA 203K Streamline loan.
5. Familiarize yourself with the Housing Quality Standards Inspection Requirements posted at www.princegeorgescountymd.gov/MYHOMEII to ensure the house you place a contract on does not have any deficiencies or can be repaired with the maximum allowable under an FHA 203K Streamline loan (maximum of \$35,000).
6. Work with a real estate agent to place a contract on a residential property that can pass the HQS inspection or can be repaired with an FHA 203K Streamline loan. **MAKE SURE THAT THE CONTRACT IS FOR AT LEAST 60 DAYS.**
7. When you have successfully negotiated and ratified a contract to purchase a residential property, contact a Participating Lender to apply for the first mortgage. The Participating Lender will submit your application to the **MY HOME II** Program after obtaining a conditional approval for your 1st trust loan
8. Schedule or request that your lender schedule your HQS Inspection with APC as soon as your contract is ratified.

Make sure that your debt burden for the estimated monthly mortgage payment, does not exceed 33% of your total monthly income; and that your total monthly debt does not exceed 43% of your total monthly income.
9. Monitor processing time of your application by the Participating Lender. The MY HOME II Program will not accept an application from a Participating Lender unless there are at least 21 business days remaining on the contract term or an amendment in place extending the contract by at least 21 business days.
10. Work with your lender and real estate agent to complete loan package, underwriting and address issues necessary to receive approval for the first mortgage and submittal of your MY HOME II Application.
11. **PROVIDE ALL REQUESTED INFORMATION TO THE PARTICIPATING LENDER, REALTOR, TITLE COMPANY AND MY HOME II PROGRAM STAFF IN A TIMELY MANNER.**
12. Settle on your Home!!!!

23. PARTICIPATING LENDERS & CERTIFICATION REQUIREMENTS

In order to submit a borrower's application to the My Home II Program, a lender must be approved. All Participating Lenders must execute a Participating Lender Agreement with the MY HOME II Program. Each loan officer participating in the MY HOME II program must attend training and be certified to submit applications. Participating Lender training class dates will be announced on the MY HOME II website (RSVP required). All Participating Lender training classes will be held at:

9200 Basil Court, 5th Floor
Largo, MD 20774
RSVP – 301.883.5456 or LAJONES1@co.pg.md.us

Upon completion of training, the MY HOME II Program will issue a Loan Officer Certification Number and Certificate. The **LOAN OFFICER CERTIFICATION NUMBER MUST APPEAR ON ALL APPLICATIONS SUBMITTED TO THE MY HOME II PROGRAM. PARTICIPATING LENDERS WILL BE DROPPED FROM THE PROGRAM IF THE LOAN OFFICER CERTIFICATION NUMBER IS ABUSED.**

24. LENDER FEES

Lenders are allowed to charge up to 2 points (including Loan Origination). If additional points are charged to buy the rate down, a lock confirmation will be required when the application is submitted.

25. REALTOR CERTIFICATION/TRAINING

Although realtor certification is not required, it is strongly suggested that realtors attend the monthly Realtor training provided by the MY HOME II Program staff.

Realtor training class dates will be announced on the MY HOME II website, (RSVP required) at the MY HOME II Program offices:

9200 Basil Court #504
Largo, MD 20774
RSVP – 301.883.5456 or LAJONES1@co.pg.md.us

26. HOME BUY COUNSELING

Applicants to the Program must attend and complete a minimum 8-hour housing counseling program. A list of HUD approved housing counseling agencies is provided as Attachment IV. The Housing counseling requirement must be met prior to closing of the MY HOME II loan, however it is suggested that applicants complete the housing counseling class prior to placing a contract on a home. Only in-classroom counseling is accepted.

Housing counseling courses are generally not free and range in cost from \$25 - \$125. Cost of housing counseling course may be included in applicant's minimum cash contribution requirement.

27. 203K WORKSHOP

All borrowers applying for an FHA 203K Streamline loan must attend a 203K workshop sponsored by the My Home II Program. These workshops are generally conducted by volunteer HUD certified 203K consultants.

28. TITLE COMPANY REQUIREMENTS

Only 25 approved Title Companies who successfully and efficiently participated in the NSP 1 funded Down Payment on your Dream Program will be allowed continued participation in the MY HOME II Program.

Each Title Company owner/manager, processor, closer & post closer must attend mandatory training and be certified to close MY HOME II Program loans. All Closers must be licensed by the Maryland Insurance Administration (MIA).

Title Insurance must be issued for the first mortgage loan, the My HOME loan and Owners policy, according to published Maryland Insurance rates.

29. TITLE COMPANY FEES

MAXIMUM ALLOWABLE FEES

- Settlement Fee	\$250.00
- Title Abstract/Search	\$275.00
- Title Examination	\$300.00
- Title Binder 1 st & 2 nd	\$100.00
- Recording Services	\$ 50.00
- Courier Fee	\$ 45.00
- Document Archive	\$ 45.00
- Wire Fee	\$ 35.00
- Homeowner Insurance 1 st year policy	

FEES THAT *MAY NOT* BE PAID FROM *MY HOME II* FUNDS:

- Realtor Admin Fee (Up to \$350.00, all over \$350.00 must be paid by buyer)
- Realtor/Broker Fee or Consultant Fee
- Homeowner Warranty
- Creditor Collections
- Mobile, Notary or Witness Closer Fee

Title Insurance will be issued for borrowers' 1st and 2nd Trust Loans and Owners policy. (According to published Maryland Insurance Rates)

30. MY HOME II SHORT SALE POLICY

Each request for reduction in the principal amount due under the My Home II Deed of Trust and Executed Note for a My Home II loan as a result of a short sale shall be determined on a case by case basis.

31. MY HOME II SUBORDINATION POLICY.

PLEASE NOTE: WHEN THE CURRENT APPRAISED VALUE OF THE SUBJECT PROPERTY IS SUFFICIENT TO SUPPORT A COMBINED 1ST AND 2ND TRUST LOAN TO VALUE, AND THE BORROWER CAN OBTAIN A LOAN APPROVAL FROM A FIRST TRUST LENDER SUPPORTING THAT AMOUNT, THE BORROWER WILL BE REQUIRED TO PAY OFF THE BALANCE OF THE MY HOME II LOAN AND A SUBORDINATION AGREEMENT WILL NOT BE APPROVED BY MY HOME II.

The My Home II loan will subordinate a new first mortgage to allow interest rate reductions or “streamlining”, if all of the conditions are met and the requested information is provided, in writing, to the Loan Servicing Manager. (See subordination tab on website for submission checklist.) Subordination of the original My Home II loan will be permitted as long as the home continues to be the borrower’s primary residence.