



Phone: 610-898-6138
Fax: 610-898-6154
www.ourcityreading.org

Dear Applicant:

Thank you for your interest in the Our City-Reading first time homebuyers program. To apply for the program, you must meet the following eligibility requirements: you must be a first-time homebuyer; have been employed for at least one year; **be a resident of Berks or surrounding counties (or have relocated to Berks County (evidence of employment locally must be obtained prior to purchasing a home))** and have acceptable credit history – subject to FHA approval and qualify under income guidelines. The homes can only be purchased as your primary residence – not rental units or tenants are allowed.

If you meet these guidelines, please complete the application. Copies of the following **must** be attached to your application: 2 full months paystubs evidencing year-to-date earnings, last 3 months complete bank statements, 2011 and 2012 Federal Tax Returns with all schedules and your 2011 and 2012 W2 forms (if you are applying with a spouse, you should include his/her paperwork and information as well). Proof of US Citizenship or Permanent Resident Alien card. Please do **not** send the original documents. Please send the completed application and attachments to my attention:

Carrie Neiswender
Our City-Reading, Inc.
2561 Bernville Road
Reading, PA 19612

******ALL REQUESTED FINANCIAL INFORMATION MUST BE SUBMITTED WITH YOUR APPLICATION OR IT WILL BE RETURNED TO YOU******

If you have any questions, please do not hesitate to call.

Sincerely,
Carrie Neiswender

Housing Director



OUR CITY-READING, INC. HOMEBUYER PROGRAM APPLICATION

Section A:

Applicant's Name: _____ **Date of Birth** _____

Social Security No: _____

Spouse's Name: _____ **Date of Birth** _____

Social Security No: _____

Please list your address for the last two years:

Present Address: _____

From/To: _____

City _____ **State** _____ **Zip** _____

Monthly Rent Payment: \$ _____

Previous Address (list most recent first):

Home Phone #: _____ **Cell#** _____

Work Phone#: _____ **email:** _____

Price Range of Home to be Purchased: \$ _____

No of Bedrooms: _____

Have you ever previously owned a home? Yes _____ **or No** _____

If yes, where: _____

Address: _____

Do you still own this home? _____

Are you a policeman or a teacher? Yes _____ **or No** _____

How many persons will occupy the home? _____ **Ages of persons to occupy the home?** _____

Section B: Income Information

Applicant's Gross Household Family Income for the year ending 2012:

\$ _____

1. Applicant's Present Gross Income

2. Spouse's Present Gross Income

Monthly Income: \$ _____

Monthly Income: \$ _____

Monthly Income: \$ _____

Monthly Income: \$ _____

Employer's Name: _____

Employer's Name: _____

3. Other Sources of Income:

Source: _____

Is there any income contributed by other household members? Yes or No

If yes, amount of income: \$ _____

Section C: Assets

List all Checking, Savings, or Retirement Accounts

Institution: _____

Approximate Balance: _____

Section D: Debt Information

List any debt other than credit cards that require a scheduled monthly payment for any household member:

<u>Source of Debt</u>	<u>Account#</u>	<u>Balance Due</u>	<u>Monthly Payment</u>

List all credit cards, with present balance due and monthly payments being made:

<u>Credit Card Name</u>	<u>Balance Due</u>	<u>Monthly Payment</u>

Section E: Certification

The applicant(s) certifies all information in this application is true to the best of his or her knowledge and belief, and no information has not been omitted or included which might reasonably affect the judgement regarding applicant's income or net worth. Furthermore, the applicant(s) agrees to notify the parties involved of any material changes in income or assets from the date of the application up to and until completion of the construction project. Finally, verification may be contained from any source herein.

Also, the applicant(s) certify that they have read all materials included with this application and have a basic understanding of the program being offered. All applications will be processed in the strictest of confidence. No other transfer of you financial records to another government authority will be permitted. **THIS APPLICATION IS FOR QUALIFCATION PURPOSED ONLY AND DOES NOT BINDTHE APPLICANT IN ANY WAY.**

APPLICATIONS WILL NOT BE PROCESSED UNLESS:

- 1. APPLICATION IS FULLY COMPLETED.**
- 2. CREDIT REPORT RELEASE IS RECEIVED.**
- 3. EMPLOYMENT/INCOME VERIFICATION IS RECEIVED.**

Applicant Signature: _____

Date: _____

Co-Applicant Signature: _____

Date: _____

OUR CITY-READING, INC.

To Whom It May Concern:

I/We hereby authorize you to release to Our City-Reading, Inc., for verification purposes, information concerning:

Employment history dates, title, income, hours worked, etc.

Banking (checking & savings) accounts of record

Personal Credit

Mortgage Loan Rating (opening date, high credit, payment amount, loan balance and payment

Any information deemed necessary in connection with a consumer credit report for my loan application

This information is for the confidential use of the project lender and Our City-Reading, Inc. in compiling a mortgage loan credit report. The information provided by you and in addition, the credit report received may be forwarded to Neighborhood Housing Services and/or Berks Community Action Program for Homebuyer Education Courses.

A photographic copy of this authorization, being a photographic copy of signature(s) of the undersigned, may be deemed to be the equivalent of the original and may be used as a duplicate original.

Your prompt reply will help expedite my real estate transaction.

Thank You:

Signature: _____ Social Security #: _____
Date: _____

Signature: _____ Social Security #: _____
Date: _____

CLIENT NOTICE
LIST OF PROVIDERS

Our City-Reading, Inc. has partnered with the following lenders who have agreed to participate in our First Homebuyer Program. Please indicate below which lender you would prefer to use for your mortgage financing needs, should your application be acceptable under our guidelines by circling one of the lenders. If you do not select a lender, we will select one for you or you may indicate below a lender you may already be working with.

Sovereign Bank
1125 Berkshire Blvd
Mail Code 10-411-LP1
Wyomissing, PA 19610

VIST
1240 Broadcasting Road
PO Box 6219
Wyomissing, PA 19610

Penn First Financial
Division of National Penn Bank
PO Box 547
Boyertown, PA 19512

First National Bank
2 S Market Street
Selinsgrove, PA 17870

Indicate lender you prefer here: _____

Please sign below indicating you have been informed of your rights to select a lender:

Signed: _____

Applicant

Signed: _____

Co-Applicant

****BUYER ACKNOWLEDGES THAT THEY HAVE THE RIGHT TO SELECT ANY LENDER IN CONNECTION WITH THE OUR CITY-READING, INC. FIRST TIME HOMEBUYER PROGRAM****