Hagerstown Homeownership Initiative Application

APPLICANT INFORMATION

Name of Applicant		Name of Co-Applicant	
Employer	Position Title	Employer	Position Title
Current Street Address		Current Street Address	
City, State, Zip		City, State, Zip	
Home Phone Number	Cell Phone Number	Home Phone Number	Cell Phone Number
Email Address		Email Address	

PROPERTY INFORMATION

Property Address:	Anticipated Settlement Date:
Mortgage Company Name:	Real Estate Company Name:
Mortgage Loan Officer Name:	Real Estate Agent Name:
Mortgage Loan Officer Phone:	Real Estate Agent Phone:
Mortgage Loan Officer Email:	Real Estate Agent Email:
Title Company Name and Contact Information:	Number of Months Property has been Vacant: [ ] 0-11 months [ ] 12 or more

APPLICATION SUBMISSION CHECKLIST

Please read this information in its entirety. The following documents are required for an application to be considered complete. The loan officer may be able to assist to provide some of these documents, but it is the applicant's sole responsibility to ensure everything is submitted in a timely manner. ***If settlement is scheduled to occur less than thirty (30) days after the complete application is received, please note that Settlement may be delayed.***

To obtain pre-qualification and reserve funds, the following must be submitted:

- ☐ Complete Hagerstown Homeownership Initiative Program Application
- ☐ Complete Mortgage Loan Application (must be signed by all applicants and lender)
- ☐ Purchase Contract (must be signed by both buyer and seller)
- ☐ Copy of Driver's License

To obtain final approval in time for settlement, the following must be submitted:

- ☐ Signed Truth in Lending Form (provided to applicant after pre-qualification)
- ☐ Signed Lead-Based Paint Notification Receipt (provided to applicant after pre-qualification)
- ☐ Signed Commitment Letter (provided to applicant after pre-qualification)
- ☐ Proof of homeowner's insurance with City of Hagerstown listed as mortgage payee
- ☐ Copy of Appraisal
- ☐ Lender Commitment Letter

To complete final funding approval, the following must be submitted:

- Final Signed Executed Closing Disclosure
- Promissory Note
- Recorded Mortgage

ACKNOWLEDGMENT AND CERTIFICATION

I/We hereby certify that I/we have read and understand the information contained in the Hagerstown Homeownership Initiative Application and meet the eligibility guidelines for the program. I/we also certify that the above information is true and correct and understand that any misinformation submitted or omitted could result in the dismissal of this request for program assistance. I/we understand that this application does not guarantee assistance, and all eligibility guidelines, terms, and conditions must be met to receive benefits. I/we understand that this request will be kept confidential and reviewed by the City of Hagerstown Department of Community & Economic Development staff and representatives to determine eligibility.

________________________________ ____________________

Applicant Signature Date

________________________________ ____________________

Co-Applicant Signature Date

Please return your completed application to:
City of Hagerstown Department of Community & Economic Development
14 N Potomac Street, Ste 200A
Hagerstown, MD 21740
agregg@hagerstownmd.org

The City of Hagerstown does business sin accordance with the Federal Fair Housing Act which prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing- related transactions based on race, color, national origin, religion, sex, familial status, and mental or physical disability. The City of Hagerstown fully supports the principles of Equal Opportunity for all and requires all program participants, loan recipients, developers, contractors, and subcontractors to comply with all applicable law.

EQUAL HOUSING OPPORTUNITY

[v:10/22/2024]