

Income Limit: The total gross annual household income cannot exceed 120% of the area median income based on household size. The income limits shall be determined by the U.S. Department of Housing and Urban Development (HUD), and is adjusted annually. Income shall be the projected gross income for the upcoming 12 months or the average of the prior two years tax returns if self-employed.

Documentation Requirements:

- Copy of purchase agreement
- Commitment letter/approval for first mortgage
- Copy of Title Commitment
- Copy of Initial Loan Estimate for first mortgage
- Value of home (property tax or appraisal)
- Certification of Home Stretch Homebuyers course completed.

Asset Limit: Borrower may not own a second property. The maximum assets of the borrower, excluding the residential property to be improved shall not exceed \$25,000 and retirement accounts such as a 401k or IRA shall not exceed \$200,000. Assets will generally be defined as: cash on hand, checking and savings. Borrower will be required to fill out a Declaration of Assets form and provide recent bank statements.

Credit Requirements: Borrower needs to show mortgage approval for the purchase of the home. The purchase mortgage must be a fixed interest rate.

Loan Security: All loans will be secured with a mortgage in favor of the Minnetonka Economic Development Authority. Borrower will pay all applicable title and filing fees, which may be financed in the loan amount.

Borrower Fees: Borrower will be responsible for mortgage filing and service fees, flood certificate, credit report fees and any other applicable closing fees.

Underwriting Decision: Applicants must have acceptable credit history. CEE will approve or deny loans based on a credit report, income verification and other criteria as deemed necessary through CEE's underwriting guidelines. CEE's decision shall be final. Appeals can be made to the Authority.

Disbursement Process: Loan funds will be made payable and delivered to the title/closing agent. The down-payment and closing cost assistance deferred loan will be signed at closing of the purchase mortgage.

Minnetonka Pathways to Homeownership Program

Interest Rate: 0% fixed

Amortization Type: Deferred

Loan Amount: The maximum loan amount will be based on the household's income and the purchase price of the property. The purchase price cannot exceed the 12 month rolling median home sale price in Minnetonka, as published in the Minneapolis Area Realtors Annual Housing Market Report (\$460,000 September 2023) <https://maar.stats.10kresearch.com/docs/lmu/x/Minnetonka?src=map>.

- Households with incomes at or below 50% AMI: 25% of the purchase price, not to exceed \$75,000.
- Households with incomes between 51% and 60% AMI: 20% of the purchase price, not to exceed \$70,000.
- Households with incomes between 61% and 80% AMI: 15% of the purchase price, not to exceed \$63,000.
- Households with incomes between 81% and 120% AMI: 10% of the purchase price, not to exceed \$50,000.

This program may not be layered with the Downpayment Assistance Program for First Time Homebuyers from the City of Minnetonka.

Loan term: The loan will be forgiven 5% annually and if the property has not been sold, transferred and has remained the primary residence of the borrower for 20 years the loan is 100% forgiven. If the borrower(s) cease to occupy and/or own the property as a primary residence during the 20-year term the balance owed at that time is due and payable.

Eligible Properties: Single-family owner-occupied properties located within the geographical boundaries of the City of Minnetonka. Townhomes and Condominiums are eligible. Must be at or below the 12-month rolling median home sale price in Minnetonka, as published in the Minneapolis Area Realtors Annual Housing Market Report, \$460,000 (September 2023) <https://maar.stats.10kresearch.com/docs/lmu/x/Minnetonka?src=map> . The property must be homesteaded within 60 days following the purchase. Properties within the West Hennepin Affordable Land Trust.

Ineligible Properties: Dwellings with more than one unit, cooperatives, manufactured homes, time shares. Properties held within a trust, excluding the West Hennepin Affordable Land Trust.

Eligible Borrowers: The homebuyer(s) cannot have owned a home within the past seven (7) years. Must occupy the property as their primary residence. The homebuyer(s) **MUST** attend a Home Stretch workshop through Minnesota Homeownership Center, Framework, Minneapolis Urban League American Dream Program or any other HUD or City approved program and provide evidence prior to closing. All borrowers must be legal residents of the United States. Borrower must show approval for the purchase of the home. The First Mortgage must be at a fixed interest rate.

Ineligible Borrowers: Including but not limited to: - Foreign Nationals, and Non-Occupant Co-Borrowers, illegal residents.

Ownership/Occupancy: Must occupy the home as the primary residence.

Loan to Value Ratio N/A

Income Limit: The total gross annual household income cannot exceed 120% of the area median income based on a family size of four for households of 1-4. Income limits will be increased based on family size for families more than 4. The income limits shall be determined by the U.S. Department of Housing and Urban Development (HUD) and is adjusted annually. Income shall be the projected gross income for the upcoming 12 months or the average of the prior two years tax returns if self-employed.

The income must be included for anyone listed on the deed, legal spouse of the borrower who will also reside in the property. Multi-generational buyers are allowed, and their income must also be included.

Documentation Requirements:

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- Commitment letter/approval for first mortgage
- Copy of Title Commitment
- Copy of Initial Loan Estimate for first mortgage
- Value of home (property tax or appraisal)
- Certification of Home Stretch Homebuyers course completed.

Asset Limit: Maximum liquid assets of \$25,000 following closing on the home, excluding retirement assets up to \$200,000 or noncash assets (i.e. cars, jewelry, vehicles, etc.). Assets will generally be defined as: cash on hand, checking and savings. Borrower will be required to fill out a Declaration of Assets form and provide recent bank statements.

Credit Requirements: All borrowers must have at least a 620-credit score. NO outstanding liens or judgements. Borrower(s) need to show mortgage approval for the purchase of the home.

Loan Security: All loans will be secured with a mortgage in favor of the Minnetonka Economic Development Authority. Borrower will pay all applicable title and filing fees.

Borrower Fees: Borrower will be responsible for mortgage filing and service fees, flood certificate, credit report fees and any other applicable closing fees.

Underwriting Decision: Applicants must have acceptable credit history. CEE will approve or deny loans based on a credit report, income verification and other criteria as deemed necessary through CEE's underwriting guidelines. CEE's decision shall be final. Appeals can be made to the Authority.

Disbursement Process: Loan funds will be made payable and delivered to the title/closing agent. The down-payment and closing cost assistance deferred loan will be signed at closing of the purchase mortgage.

General Program Conditions for the Revolving and the Down-Payment & Closing Cost Assistance Loan Programs

Application Processing: Loans will be distributed on a first come first serve basis as borrowers qualify. **Applicants must provide a completed application package including the following in order to be considered for funding.**

- Completed and signed application form
- Proof of income and assets
- Proof of Identity (driver's license, passport, etc.)
- Bids or estimates for proposed projects (if applicable)
- Other miscellaneous documents that may be required.

Contractors/Permits: Contractors must be properly licensed. Permits must be obtained when required by city ordinance.

Program Costs: Loan set up and loan origination fees will be paid out of the Program Budget. Loan program marketing efforts will be billed directly to the Authority and is a separate expense should the city choose to commission CEE for marketing support. Borrowers will pay all mortgage filing fees and related closing costs.

Total Project Cost: It is the borrower's responsibility to obtain the amount of funds necessary to finance the entire cost of the work. In the event the final cost exceeds the original loan amount, the borrower must obtain the additional funds and show verification of the additional funds in order to be approved for the loan.

Disbursement Process for the Revolving Loan Program: Payment to the contractor (or owner in sweat equity situations) will be made upon completion of work. An inspection will be performed by a City Inspector and/or CEE to verify the completion of the work. The following items must be received prior to final disbursement of funds for the Revolving Loan Program:

- Final invoice or proposal from contractor (or materials list from supplier);
- Final inspection verification by a City Inspector;
- Completion certificate(s) signed by borrower and contractor;
- Lien waiver for entire cost of work;
- Evidence of city permit (if required)

Disbursement Process for the Down-Payment and Closing Cost Assistance Deferred Loan Program: Payment will be made to the title company and sent with the loan closing package to the place of closing.