



## Down Payment Assistance Program

Dear Neighborhood Lender,

Thank you for participating in the NC Realtor Foundation Down Payment Assistance program. NC REALTORS® Housing Foundation is a 501(c)(3) charitable organization whose purpose is to increase safe, decent, and affordable housing for all North Carolinians. We do this by raising funds from caring donors and by providing grants to nonprofit organizations that help low-income and moderate-income families with their housing needs. We also provide emergency disaster relief and educational programs that increase housing opportunities. We are offering a \$1,000 down payment assistance grant for buyers that meet certain employment and income guidelines with other stipulations. Here are the requirements:

- Applicants must be employed in one of the following fields: local, state, or federal government in the field of public safety or healthcare; healthcare workers such as first responders or nurses; teachers or others employed in the field of education; and those employed by 501(c)3 charitable organizations.
- Household income limits apply and you will find them on the last page of the application.
- Buyer must be purchasing a primary residence.
- Only one grant from our foundation is allowed per household per transaction.
- Buyer must complete a pre-purchase Homebuyer Education Program. This education includes DHIC classes or those offered by mortgage insurance companies.
- Buyers must be clients of a certified Workforce Housing Specialist, a certification program for REALTORS® with expert knowledge on the federal, state, and local housing programs and resources available to serve workforce housing buyers earning equal to or less than the area median income.

Please complete the application attached for your buyer client and submit to the Housing Foundation within 21 days of closing. You must also include a copy of the Homebuyer Education completion certificate and mortgage application documents completed by the buyer. The grant check will be sent directly to the closing attorney in time for closing.

Feel free to contact us with any questions you might have about our program!

**Michael McKinney**  
**NC REALTORS® Housing Foundation**  
**4511 Weybridge Lane**  
**Greensboro, NC 27407**  
**336-550-442 (direct)**  
**336-299-7872 (fax)**  
**mmckinney@ncrealtors.org**



NC REALTORS®  
**HOUSING**  
 FOUNDATION

**Down Payment Assistance  
 Program Application/Lender Checklist**

	<p><b>Applicant Name and Address/Phone #/E-mail:</b>          Name: _____          Current Address: _____          Subject Property Address: _____            Phone: (____) _____ e-mail: _____</p>
	<p><b>Buyer's Agent and Address/Phone #/E-mail (for Applicant):</b>          Buyer's Agent: _____          Address of Agent: _____            Phone: (____) _____ e-mail: _____</p> <p align="center"><i>Note: Buyer's Agent must be a currently certified Workforce Housing Specialist in order to qualify for this program          provide current copy of certification</i></p>
	<p align="center"><b>Program Requirements</b>  <i>(To be completed by applicant's Loan Originator)</i></p>
1.	<p>Is applicant employed by local government, state of NC, or in public health/public safety (nurse, EMS, police, firefighters, medical assistants), or education field, or by a 501(c)3 charitable organization? <b>Yes / No</b>          (Please list name and address of employer)          Employer: _____ Job Title _____          Address: _____  <b>Provide Proof of income</b></p>
2.	<p>Does applicant meet income guidelines of less than or 100% median income for 1-2 person household or 115% for 3+ person household? (See Chart) <b>Yes / No?</b></p>
3.	<p>Is the applicant purchasing a primary residence? <b>Yes / No?</b>  <b>Provide copy of applicant's mortgage application</b></p>
4.	<p>Has applicant completed a pre-purchase homebuyer education program? <b>Yes / No?</b>  <b>(Please provide a copy of certificate of completion)</b></p>
5.	<p>Estimated closing date: _____</p>
6.	<p><b>Closing Attorney Real Estate Trust Account Name</b>, address, phone number, email:          Name: _____          Address: _____          Phone: (____) _____ Fax: (____) _____          e-mail: _____</p>



**Buyer Statement and Signature:**

I, \_\_\_\_\_, give permission for the release of my mortgage application documentation to NC Realtors Housing Foundation for the purpose of verification of my eligibility. I also understand that I am responsible for ensuring that NC Realtors Housing Foundation receives these materials for the processing of my application 21 days before closing.

**Lender Statement and Signature:**

I certify that this information is accurate and true.

Lender \_\_\_\_\_

Address/Phone \_\_\_\_\_

Email \_\_\_\_\_

Loan Originator Name (Please Print) \_\_\_\_\_

Loan Originator Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit to Michael McKinney at [mmckinney@ncrealtors.org](mailto:mmckinney@ncrealtors.org) or mail to: **4511 Weybridge Lane, Greensboro, NC 27407 21 days prior to estimated closing date.**

Questions? Call Michael McKinney at **336-550-4420** or email at [mmckinney@ncrealtors.org](mailto:mmckinney@ncrealtors.org)

Package will be sent directly to closing attorney to include the following:

- Grant check and a disclosure to applicant that the grant is a gift and does not require repayment
- Request to submit copy of final, signed Closing Disclosure (CD) to NC Realtor Foundation no later than 10 days after closing
- If closing does not occur, the grant check must be returned to NC Realtor Foundation within 5 business days



**New 2019 Income Limits: MCC and MRB (\$8,000 DPA) Only  
Sales Price Limit = \$275,000**

**Effective June 28, 2019**

County	Households with 1- 2 people	Households with 3+ people	County	Households with 1-2 people	Households with 3+ people
Alamance	\$72,000	\$83,000	Johnston	\$89,500	\$89,500
Alexander	\$79,000	\$89,500	Jones	\$79,000	\$89,500
Alleghany	\$79,000	\$89,500	Lee	\$73,000	\$84,000
Anson	\$79,000	\$89,500	Lenoir	\$79,000	\$89,500
Ashe	\$79,000	\$89,500	Lincoln	\$69,000	\$80,000
Avery	\$79,000	\$89,500	McDowell	\$79,000	\$89,500
Beaufort	\$79,000	\$89,500	Macon	\$79,000	\$89,500
Bertie	\$79,000	\$89,500	Madison	\$66,000	\$76,000
Bladen	\$79,000	\$89,500	Martin	\$79,000	\$89,500
Brunswick	\$66,000	\$76,000	Mecklenburg	\$79,000	\$89,500
Buncombe	\$66,000	\$76,000	Mitchell	\$79,000	\$89,500
Burke	\$79,000	\$89,500	Montgomery	\$79,000	\$89,500
Cabarrus	\$79,000	\$89,500	Moore	\$78,000	\$89,500
Caldwell	\$79,000	\$89,500	Nash	\$79,000	\$89,500
Camden	\$89,500	\$89,500	New Hanover	\$72,000	\$83,000
Carteret	\$67,000	\$77,000	Northampton	\$79,000	\$89,500
Caswell	\$79,000	\$89,500	Onslow	\$78,000	\$89,500
Catawba	\$79,000	\$89,500	Orange	\$85,000	\$89,500
Chatham	\$85,000	\$89,500	Pamlico	\$75,000	\$87,000
Cherokee	\$79,000	\$89,500	Pasquotank	\$79,000	\$89,500
Chowan	\$79,000	\$89,500	Pender	\$72,000	\$82,000
Clay	\$79,000	\$89,500	Perquimans	\$79,000	\$89,500
Cleveland	\$79,000	\$89,500	Person	\$79,000	\$89,500
Columbus	\$79,000	\$89,500	Pitt	\$67,000	\$77,000
Craven	\$68,000	\$78,000	Polk	\$76,000	\$87,000
Cumberland	\$79,000	\$89,500	Randolph	\$72,000	\$83,000
Currituck	\$89,500	\$89,500	Richmond	\$79,000	\$89,500
Dare	\$81,000	\$89,500	Robeson	\$79,000	\$89,500
Davidson	\$74,000	\$85,000	Rockingham	\$79,000	\$89,500
Davie	\$72,000	\$82,000	Rowan	\$75,000	\$87,000
Duplin	\$79,000	\$89,500	Rutherford	\$79,000	\$89,500
Durham	\$85,000	\$89,500	Sampson	\$79,000	\$89,500
Edgecombe	\$79,000	\$89,500	Scotland	\$79,000	\$89,500
Forsyth	\$72,000	\$82,000	Stanly	\$76,000	\$88,000
Franklin	\$89,500	\$89,500	Stokes	\$72,000	\$82,000
Gaston	\$79,000	\$89,500	Surry	\$79,000	\$89,500
Gates	\$79,000	\$89,500	Swain	\$79,000	\$89,500
Graham	\$79,000	\$89,500	Transylvania	\$79,000	\$89,500
Granville	\$70,000	\$80,000	Tyrrell	\$79,000	\$89,500
Greene	\$79,000	\$89,500	Union	\$79,000	\$89,500
Guilford	\$72,000	\$83,000	Vance	\$79,000	\$89,500
Halifax	\$79,000	\$89,500	Wake	\$89,500	\$89,500
Harnett	\$67,000	\$78,000	Warren	\$79,000	\$89,500
Haywood	\$76,000	\$88,000	Washington	\$79,000	\$89,500
Henderson	\$66,000	\$76,000	Watauga	\$67,000	\$77,000
Hertford	\$79,000	\$89,500	Wayne	\$77,000	\$88,000
Hoke	\$79,000	\$89,500	Wilkes	\$79,000	\$89,500
Hyde	\$79,000	\$89,500	Wilson	\$79,000	\$89,500
Iredell	\$70,000	\$81,000	Yadkin	\$72,000	\$82,000
Jackson	\$79,000	\$89,500	Yancey	\$79,000	\$89,500

Income and Sales Price Limits Effective June 28, 2019.  
Subject to change without notice; see [www.nchfa.com](http://www.nchfa.com) for limits.