



## 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**



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

<b>Applicant Name and Address/Phone #/E-mail:</b> Name: _____ Current Address: _____ Subject Property Address: _____  Phone: (____) _____ e-mail: _____	
<b>Buyer's Agent and Address/Phone #/E-mail (for Applicant):</b> Buyer's Agent: _____ Address of Agent: _____  Phone: (____) _____ e-mail: _____  <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>	
<b>Program Requirements</b> <i>(To be completed by applicant's Loan Originator)</i>	
1.	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>
2.	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>
3.	Is the applicant purchasing a primary residence? <b>Yes / No?</b> <b>Provide copy of applicant's mortgage application</b>
4.	Has applicant completed a pre-purchase homebuyer education program? <b>Yes / No?</b> <b>(Please provide a copy of certificate of completion)</b>
5.	Estimated closing date: _____
6.	Closing Attorney Name, address, phone number, email: Name: _____ Address: _____ Phone: (____) _____ Fax: (____) _____



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	e-mail: _____
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**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



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### NC Realtor Foundation 2018 Income Limits

2018 NC Realtor Foundation Income Limits					
County	Households with 1-2 people	Households with 3+ people	County	Households with 1-2 people	Households with 3+ people
Alamance	\$65,000	\$75,000	Johnston	\$80,000	\$87,500
Alexander	\$67,000	\$77,000	Jones	\$71,000	\$82,000
Alleghany	\$71,000	\$82,000	Lee	\$59,000	\$68,000
Anson	\$71,000	\$82,000	Lenoir	\$71,000	\$82,000
Ashe	\$71,000	\$82,000	Lincoln	\$66,000	\$76,000
Avery	\$71,000	\$82,000	McDowell	\$71,000	\$82,000
Beaufort	\$66,000	\$76,000	Macon	\$71,000	\$82,000
Bertie	\$71,000	\$82,000	Madison	\$61,000	\$70,000
Bladen	\$71,000	\$82,000	Martin	\$69,000	\$80,000
Brunswick	\$59,000	\$68,000	Mecklenburg	\$70,000	\$81,000
Buncombe	\$61,000	\$70,000	Mitchell	\$71,000	\$82,000
Burke	\$67,000	\$77,000	Montgomery	\$71,000	\$82,000
Cabarrus	\$70,000	\$81,000	Moore	\$65,000	\$75,000
Caldwell	\$67,000	\$77,000	Nash	\$71,000	\$82,000
Camden	\$85,000	\$87,500	New Hanover	\$68,000	\$78,000
Carteret	\$65,000	\$74,000	Northampton	\$71,000	\$82,000
Caswell	\$70,000	\$80,000	Onslow	\$62,000	\$71,000
Catawba	\$67,000	\$77,000	Orange	\$76,000	\$87,000
Chatham	\$76,000	\$87,000	Pamlico	\$59,000	\$68,000
Cherokee	\$71,000	\$82,000	Pasquotank	\$71,000	\$82,000
Chowan	\$71,000	\$82,000	Pender	\$60,000	\$69,000
Clay	\$71,000	\$82,000	Perquimans	\$71,000	\$82,000
Cleveland	\$71,000	\$81,000	Person	\$71,000	\$82,000
Columbus	\$71,000	\$82,000	Pitt	\$64,000	\$73,000
Craven	\$68,000	\$79,000	Polk	\$59,000	\$68,000
Cumberland	\$66,000	\$76,000	Randolph	\$60,000	\$69,000
Currituck	\$85,000	\$87,500	Richmond	\$71,000	\$82,000
Dare	\$78,000	\$87,500	Robeson	\$71,000	\$82,000
Davidson	\$61,000	\$70,000	Rockingham	\$71,000	\$82,000
Davie	\$60,000	\$69,000	Rowan	\$62,000	\$71,000
Duplin	\$71,000	\$82,000	Rutherford	\$71,000	\$82,000
Durham	\$76,000	\$87,000	Sampson	\$71,000	\$82,000



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Edgecombe	\$71,000	\$82,000	Scotland	\$71,000	\$82,000
Forsyth	\$60,000	\$69,000	Stanly	\$62,000	\$71,000
Franklin	\$80,000	\$87,500	Stokes	\$60,000	\$69,000
Gaston	\$70,000	\$81,000	Surry	\$71,000	\$82,000
Gates	\$71,000	\$82,000	Swain	\$71,000	\$82,000
Graham	\$71,000	\$82,000	Transylvania	\$64,000	\$74,000
Granville	\$60,000	\$69,000	Tyrrell	\$71,000	\$82,000
Greene	\$68,000	\$78,000	Union	\$70,000	\$81,000
Guilford	\$60,000	\$69,000	Vance	\$71,000	\$82,000
Halifax	\$71,000	\$82,000	Wake	\$80,000	\$87,500
Harnett	\$68,000	\$78,000	Warren	\$71,000	\$82,000
Haywood	\$65,000	\$75,000	Washington	\$71,000	\$82,000
Henderson	\$61,000	\$70,000	Watauga	\$61,000	\$71,000
Hertford	\$71,000	\$82,000	Wayne	\$71,000	\$82,000
Hoke	\$63,000	\$72,000	Wilkes	\$71,000	\$82,000
Hyde	\$71,000	\$82,000	Wilson	\$71,000	\$82,000
Iredell	\$65,000	\$75,000	Yadkin	\$60,000	\$69,000
Jackson	\$68,000	\$78,000	Yancey	\$71,000	\$82,000

Subject to change without notice; see [www.homes4nc.org](http://www.homes4nc.org) for limits.

\* Number of people living in the household.