

**SUBMITTAL INSTRUCTIONS FOR
PURCHASE OF CITY OF HOLLYWOOD OWNED HOMES
WITH HOLLYWOOD PURCHASE ASSISTANCE**

Buyer and Lender-please carefully review the guidelines for the sale of two homes being sold by the City of Hollywood along with available purchase assistance. Ascertain the applicant buyer's gross annual household income is below 80% of the Area Median Income (AMI) (see table below) and the proposed first mortgage loan meets the City of Hollywood's lender guidelines.

The first applicant who submits a properly completed, signed Letter of Intent (LOI) along with a mortgage preapproval will be notified of their priority position. Priority will be given to current City of Hollywood residents with proof of residency (Driver's License, Utility Bill or Lease with a Hollywood address) and must be submitted with the other required documentation. Within five (5) business days of notification, the priority buyer and their first mortgage lender are to provide the following documents (as applicable):

1. Letter of Intent to Purchase, signed by lender and buyer (already received)
2. Loan pre-approval/commitment signed by lender and borrower
3. FNMA 1003 - typed, signed by lender and borrower
4. FNMA 1008 – completed
5. Copy of signed Good Faith Estimate
6. Copy of Homebuyer Education Workshop certificate (local Certified HUD Approved Housing Counseling Agencies only)
7. **Housing Assistance Application**, signed by all household members, 18 years and older
 - Copy of Social Security Card plus current Driver License, Passport, State ID, or Military ID
 - Social Security Card(s) and birth certificate(s) for each household member under 18 years
 - Copy of Green Card (non-citizens only)
 - Three (3) months' most recent, consecutive pay stubs (for all adults in household)
 - If self-employed, twelve (12) months Profit and Loss Projection, signed, notarized
 - Six (6) months most recent, consecutive bank statements, all pages, all household accounts
 - Three (3) most recent years income tax returns, signed, with all pages, all schedules
 - Three (3) most recent years W-2 or 1099s
 - Statements for all CDs, 401Ks, IRAs, retirement accounts, mutual funds, stocks, bonds, etc.
 - Social Security Benefit Verification Letter for all Social Security Benefits (SS, SSI, SSDI)
 - Child Support documentation, divorce decree, court order and/or child support payment report

- If a household member(s) 18 years or older is a full-time student, provide verification of student status (current schedule/ 12 credits minimum or verification from school)

Submit hard copy, paper package that includes ALL the above

In-person or express mail delivery to:

Broward County Housing Finance Division

Attention: Irina Daiter

110 NE 3rd Street Suite 300, Fort Lauderdale, FL 33301

Incomplete packages or electronic transmittals will NOT be accepted

Household size	1	2	3	4	5	6	7	8
Max Gross Annual Income	\$50,800	\$58,050	\$65,300	\$72,550	\$78,400	\$84,200	\$90,000	\$95,800