

Don't staple the pages of this application together!

1. Some providers *scan* the application, and if you staple, that means removing staples from 1000 applications every week or month.
2. If you include a letter, don't staple that either: providers need to quickly get to your waitlist data and your cover page just gets in the way.

Use #10 double window envelopes. Fold on the line, and addresses will fit in the windows.

Dear

I am applying to the following waitlist, which I believe is open:

App Generated:

### Housing Authority or Management Office Only

**Is this waitlist closed? Any other questions or concerns?** *Fill in the appropriate circle(s) below and fax this page to HousingWorks at the number below – and we will correct the problem. Hundreds of thousands of applicants check our free website to see what lists are open! Keeping us updated will save you many phone calls, reduces frivolous applications - and takes only 10 minutes a year.*

☐ **This particular waitlist is closed: The only open waitlists we have at present are:**

\_\_\_\_\_

☐ **This is not the correct application. The correct application is available by/from:**

\_\_\_\_\_

☐ **Any other info you wish to tell HousingWorks?**

\_\_\_\_\_

**Your position or title at this housing program:** \_\_\_\_\_

**Your signature:** \_\_\_\_\_

HousingWorks Fax: **617-536-8516**



○	Head of Household's FIRST Name
	Head of Household's MIDDLE Name
	Head of Household's LAST Name

HoH's SOCIAL SECURITY NUMBER		GENDER	HoH's DATE OF BIRTH
○		○	

ETHNICITY Also provide your race at right!	RACE: Asian , Black, White, Native American, Pacific Islander, Multi-racial Do <b><u>NOT</u></b> write Spanish, Hispanic, Latino here – and do <b><u>NOT</u></b> write your country!
○	○

○ YOUR MOTHER'S MAIDEN NAME
-----------------------------

YOUR HOME TELEPHONE	SECOND TELEPHONE
○	
YOUR EMAIL ADDRESS	
○	

CURRENT ADDRESS <u>OR</u> LONG-TERM CONTACT ADDRESS
This is:
○
○

SECOND CONTACT ADDRESS
This is:
○
○

TOTAL HOUSEHOLD SIZE			# BEDROOMS	How much money does your family receive in a year?
○	# Adults	# Children	Total #	○
				.0 0

INCOME SOURCES
○

MOBILE RENTAL ASSISTANCE, if any
○

REQUESTED ACCOMMODATIONS
○

SPECIAL CIRCUMSTANCES THAT <u>SOME</u> PROGRAMS MAY USE TO ASSIGN PRIORITY OR PREFERENCE
○

# VERMONT STATE HOUSING AUTHORITY



## **Section 8 Homeownership Program** *Frequently Asked Questions*

Vermont State Housing Authority  
One Prospect Street  
Montpelier, VT 05602-3556  
1-800-820-5110 (message only)  
1-800-798-3118 (TTY)  
802-828-3011 (Voice)



## **1. How can the Section 8 Homeownership Program help me?**

If you meet the eligibility guidelines, the Section 8 Homeownership Program will assist you in meeting your monthly homeownership expenses. The amount that we can assist you each month depends on your income. Assistance payments will be made directly to you, the homeowner, at the beginning of each month so that you can meet your homeowner expenses.

## **2. What are the eligibility guidelines?**

You must:

- Have a Section 8 Voucher through Vermont State Housing Authority
- Meet minimum household income requirements
- Complete a Homebuyer Education Course, and be deemed "mortgage ready" by a homeownership counselor.
- At least one adult in the household must be employed full time for twelve consecutive months before you can qualify. This does not apply to disabled or elderly households.
- You must be a tenant in good standing, and can't owe any back rent.
- You cannot currently have any ownership interest in a home. No adult in the household can have had ownership interest in a home in the past three years. There is an exception to this rule for single parents who owned a home while married.

Other guidelines also apply.

## **3. I already own a home, but need help making the payments. Can VSHA assist me?**

VSHA can only assist people who qualify for our program prior to closing on a home. We cannot help current homeowners.

## **4. What kind of unit can I purchase under this program?**

Each of these types of housing could qualify:

- A condominium
- A single family house
- A mobile home
- A modular, or pre-fab home

Any unit you wish to purchase is subject to VSHA inspection and approval.

## **5. Can I purchase a duplex?**

You cannot receive Section 8 Homeownership Assistance to purchase a multi-family house, such as a duplex.

## **6. For how long can VSHA assist me?**

If your household is not elderly or disabled, we can assist you for a maximum of fifteen years, provided that your mortgage term is at least twenty years. If your household is elderly or disabled, we can assist you for the entire term of your mortgage.

However, if at any point you become over income for our assistance, or cease to meet other eligibility requirements, your Section 8 Homeownership Assistance can be terminated. If this happens, you will be responsible for meeting all of your homeownership expenses.

## **7. Will VSHA offer me a mortgage or help with my down payment?**

VSHA is not a lender. We cannot offer you a mortgage. You will need to find your own financing, which VSHA will need to approve.

While VSHA does not assist with down payments, there are local resources available throughout the state to help with this.

## **8. How will I know if I am ready to become a homeowner?**

To participate in VSHA's Homeownership Program, you must complete a comprehensive home-buyer education course. In this course, you will learn about finding financing, looking for a home, negotiating a price, and the responsibilities of homeownership. After the class, you will be able to sign up for individual sessions with a homeownership counselor. The counselor will be able to help you determine if you are ready to become a homeowner. To receive Homeownership Assistance through VSHA, you must work with this counselor until he or she deems you "mortgage ready".

## **9. How can I apply? Contact the Family Self-Sufficiency Coordinator**



Vermont State Housing Authority  
**Section 8 Homeownership Option Program**  
Vermont State Housing Authority  
One Prospect Street  
Montpelier, VT 05602-3556



**Eligibility Questionnaire to Participate in VSHA’s Section 8 HomeOwnership Program**

**IF YOU NEED ASSISTANCE, OR TO REQUEST AN ACCOMMODATION, PLEASE CONTACT US AT EITHER 802-828-3011, OR 1-800-820-5119 (MESSAGE ONLY), OR 1-800-798-3118 (TDD).**

NAME \_\_\_\_\_ SS# \_\_\_\_\_

1. What is your present annual income? \_\_\_\_\_
2. How many bedrooms are you looking for? \_\_\_\_\_
3. Are you or any other member of your household elderly or disabled?  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_
4. Has the head of household or other adult in the household been continuously employed full time for a year before the commencement of homeownership assistance? (elderly/disabled households are exempt from this requirement)  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_
5. Do you owe your landlord any back rent?  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_
6. Have you, as head of household or your spouse, previously defaulted on a mortgage?  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_
7. Have you or a family member owned title to a principal residence or cooperative membership share in the last 3 years?  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_
8. Are you willing to enroll in the prebuyer education class with an approved Homeownership Center?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If you have already taken the course, when and where did you complete it? \_\_\_\_\_
9. Have you applied for and / or received pre-approval for a mortgage? If so, with what lender?  
\_\_\_\_\_
10. When would you like to purchase a home?  
Circle one: (A) within 2-3 months (B) 3-5 months (C) more than six months from now
11. Do you have a particular house in mind? If so:  
Town/County: \_\_\_\_\_  
Purchase Price: \_\_\_\_\_  
Have you arranged for a professional inspection? \_\_\_\_\_  
Do you have a closing date scheduled? \_\_\_\_\_
- 12: If you have a Section 8 Voucher with another Housing Authority (other than VSHA), please list the name of that Housing Authority:  
\_\_\_\_\_
13. Please list the names of the *adults* in your household **who will have ownership interest in the house that you intend to purchase:** \_\_\_\_\_

Please **sign here:** \_\_\_\_\_ Date: \_\_\_\_\_

Your Address: \_\_\_\_\_

Your Telephone #: \_\_\_\_\_ SS#: \_\_\_\_\_

FOR OFFICE USE ONLY:		
Last Certification:	_____	<u><b>Comments:</b></u>
Gross Annual:	_____	
TTP:	_____	
County:	_____	
First-time Homebuyer	_____	
Eld/Dis. Household:	_____	
Meets employment requirement:	_____	
Date sent Interim:	_____	
Qualifies:	_____	
Date referred to HOC:	_____	
Registered for Class:	_____	

## Authorization for Release of Information

I \_\_\_\_\_ (SS#) \_\_\_\_\_  
(DOB) \_\_\_\_\_ hereby authorize the Vermont State Housing  
Authority to obtain and / or release all records, reports, homeownership counseling  
evaluations and any other information pertinent to my possible participation in the  
Homeownership Program through Vermont State Housing Authority.

Agencies that I authorize VSHA to release information to and obtain information from  
include, but are not limited to: the Neighborworks© Homeownership Centers, Lending  
Institutions, Creditors, and Home Inspectors. Request may involve, but are not limited to:  
information regarding finance terms, down payment, credit reports, participation and  
progress in homeownership counseling, and the results of home inspections.

By signing this release, I am granting unlimited communication that will not be terminated  
until I am no longer considering, applying to, or participating in the VSHA's  
Homeownership Program.

\_\_\_\_\_  
Applicant/Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
VSHA Representative

\_\_\_\_\_  
Date