

# **The Following Programs are administered by:**

COMMUNITY REDEVELOPMENT ASSOCIATES OF FLORIDA, INC.

## **For these Broward County Municipalities:**

COCONUT CREEK

COOPER CITY

CORAL SPRINGS

MIRAMAR

PEMBROKE PINES

PLANTATION

**And Broward County, Florida**



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## **The City of Coconut Creek Purchase Assistance Program**

The Purchase Assistance Program is designed to provide down payment, closing cost, principal reduction, rehabilitation and other costs associated with purchasing a new or existing eligible home. (The purchase assistance program does not reimburse applicants for purchases made before an applicant received approval). Persons can apply for this program if they wish to live in Coconut Creek. If you are interested in purchasing a house not in Miramar, many cities in Broward County have similar purchase assistance programs. Please contact them directly.

### **Program Requirements**

- Must not own a home, in whole or in part, within the last 3 years\*
  - Have reasonably good credit
  - Meet the program's current state and federal guidelines
  - Very, Low, and Moderate Income Persons (Limited funds exist for moderate income persons.)
  - Applicants are selected on a first-come, first qualified, and first served basis with income groups
  - Homeowners who have received any form of grant assistance from the City, cannot re-apply for (5) years. (Effective July 1, 2004)
  - Must sign the City's Second Mortgage. The City's Mortgage is forgiven after 10 years and is not written down on a yearly basis. Effective March 15, 2006
- \*Others that may qualify as first-time home buyers are:**
- Single parents with children under the age of 18 who has recently been divorced and displaced
  - A displaced victim of domestic abuse
  - A person displaced as a result of governmental action

### **Program Benefits**

- 1% down payment from buyer
- Below market interest rates
- Fixed rate term for 30 to 45 years
- Liberal qualifying ratios

### **Some Participating Lenders**

- American Mortgage
- Bank Atlantic
- Bank of America
- Bank United
- Mercantile Bank
- Washington Mutual
- RAD Financial

### **Eligible Properties**

- Single-Family Homes
- Townhomes
- Condominiums
- Villas

### **Documentation Required**

- Completed application form with signatures and date
- Federal income tax returns and W-2's, last two years
- Proof of dependents claimed
- Proof of Citizenship or Legal Alien Status Documents

- Three (3) pay stubs for all household members over 18
- Six (6) bank statements for all household members
- Assets - 401(K), Retirement/pension, IRA, CDs, Annuities, etc.
- Life insurance policy with cash value and type
- Self-employment income statement with schedule C, E, or F
- Social Security, Supplemental Security Income (SSI), and Disability benefits
- Proof of unearned income
- Child support/Alimony

## **The City of Coconut Creek Residential Rehabilitation Program**

Up-keeping homes through residential rehabilitation maintain a community's housing stock, while promoting neighborhood revitalization and community sustainability. The City of Coconut Creek's Residential Rehabilitation Program is designed to provide minor home repair assistance to low and moderate income property owners who live in existing eligible homes. (The program does not reimburse for rehabilitation that was done prior to applying for assistance.) These repairs are made possible through State Housing Initiative Partnership (SHIP) funding.

### **Program Requirements**

- Income limitations apply
- Must be able to verify income and assets
- This property must be a primary residence
- Applicants are required to sign a recapture document
- If you sell or rent your home within 10 years after work has been completed, you will be subject to repay the amount granted in assistance. Effective February 22, 2006

### **Program Benefits**

- Free home inspection and cost estimate
- Interest-free, deferred loan
- No repayment of loan if program requirements are met
- Allows home owners to correct code violations

### **Types of Repairs**

- Emergency repairs for items that are a threat to the health and safety of the homeowner and its occupants
- Repairs that make the home energy efficient
- Exterior painting
- Roof repair
- Facia

### **Eligible Properties**

- Single-Family Homes
- Townhomes
- Condominiums
- Villas

### **Documentation Required (As Applicable)**

- Completed application form with signatures and date
- Proof of property ownership
- Broward county notice of ad valorem taxes (showing assessed value of the property)
- Proof of property taxes paid
- Proof of hazard/homeowner insurance
- Federal income tax return
- Proof of dependents claimed
- Proof of Citizenship or Legal Alien Status Documents
- Three (3) pay stubs for all household members over 18
- Six (6) bank statements for all household members
- Assets - 401(K), Retirement/pension, IRA, CD = s, Annuities, etc.
- Life insurance policy with cash value and type
- Self-employment income statement with schedule C, E, or F  
Social Security, Supplemental Security Income (SSI), and Disability benefits
- Proof of unearned income

- Child support/Alimony
- Contributions and Gifts
- Statement for scholarships, grants, and veterans = s administration benefits

As a reminder, the City will place a second mortgage on the property for the down payment and principal buy down assistance it has provided. The term is zero interest for 15 years. After 15 years, the loan is forgiven. Should you sell or lease your property during this period, the monetary amount of assistance you received will be due to the City. There are no monthly payments on the second mortgage. In addition, the City has requirements for refinancing of the first mortgage, should you choose to do so in the future. Effective February 22, 2006.

## **The City of Cooper City Residential Rehabilitation Program**

The City of Cooper City receives Community Development Block Grant (CDBG) dollars on an annual basis from Broward County. With a portion of these funds, the City has established an owner-occupied home repair program. The City's home repair program currently provides a five-year deferred payment loan to low and moderate income households, adjusted for family size, to assist homeowners in rehabilitating existing homes through correcting housing code violations, construction, and/or installation of non-luxury general property improvements that provide basic amenities. Emergency repairs may also be covered in this program, with priority given for life threatening or health and safety issues. The program also includes assisting special needs applicants (disabled) to make their home barrier-free.

### **Program Requirements**

- Limits on Income and Assessed Property Values.
- Residents must be able to verify income and assets
- The property must be a primary residence
- Applicants are required to sign a recapture document (a lien for the amount of assistance given)
- If the home is sold or rented within five (5) years after work has been completed, the resident will be subject to repay the prorated portion of the amount of assistance
- *Homeowners who have received any form of grant assistance from the City, cannot re-apply for (5) years.* (Effective July 1, 2004)

### **Program Benefits**

- Free home inspection and cost estimate
- Interest-free, deferred loan
- No repayment of loan if program requirements are met
- Allows home owners to correct code violations

### **Type of Repairs**

- Emergency repairs for items that are a threat to the health and safety of the homeowner and its occupants
- Repairs that make the home energy efficient
- Exterior painting
- Roof repair
- Fascia
- Minor Electrical
- Minor Plumbing
- Removal of Architectural Barriers for the elderly and disabled
- This is not a remodeling program. Repairs and improvements to properties that are purely cosmetic are not eligible for assistance

### **Eligible Properties**

- Single-Family Homes
- Townhomes
- Condominiums
- Villas

### **Documentation Needed to Meet Income Eligibility**

- Completed application form with signatures and date.
- Proof of property ownership
- Broward county notice of ad valorem taxes (showing assessed value of the property)

- Proof of property taxes paid
- Proof of hazard/homeowner insurance
- Federal income tax return
- Proof of dependents claimed
- Proof of Citizenship or Legal Alien Status Documents
- Three (3) pay stubs for all household members over 18
- Six (6) bank statements for all household members
- Assets - 401(K), Retirement/pension, IRA, CDs, Annuities, etc.
- Life insurance policy with cash value and type
- Self-employment income statement with schedule C, E, or F
- Social Security, Supplemental Security Income (SSI), and Disability benefits
- Proof of unearned income
- Child support/Alimony
- Contributions and Gifts
- Statement for scholarships, grants, and veterans' administration benefits



## **The City of Coral Springs Neighborhood Stabilization Program (NSP)**

The City of Coral Springs has been approved to receive \$3,378,142.00 in emergency assistance from the Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG), Neighborhood Stabilization Program (NSP).

The purpose of the City's NSP program is to facilitate the purchase and rehabilitation of vacant foreclosed upon properties that might otherwise become sources of abandonment and blight within the community.

### **Purchase Assistance**

The NSP program is a Down Payment and Principal Buy Down program for qualified persons who want to purchase a foreclosed upon and vacant property in Coral Springs as their primary residence. The City will assist eligible buyers with up to 50% of the lender's required down payment and can also assist with paying full closing costs and buying down the mortgage principal. The assistance is in the form of a 0% interest deferred loan. The buyer is expected to contribute at least 1% of the sales price to the transaction. The contribution must be his or her own funds. It can not be borrowed or a gift. The City will provide up to \$25,000 to assist with the purchase.

***PLEASE NOTE:*** DO NOT ENTER INTO ANY "CONTRACT FOR SALE AND PURCHASE" UNTIL YOU HAVE RECEIVED A "NOTICE OF AWARD" LETTER.

### **Home Repairs for NSP**

The City has also set aside additional funds through NSP to provide minor home repair assistance to homebuyers who have purchased a home through the NSP program. Prior to completing the purchase transaction, all properties are required to receive a full property inspection including roof, termite, building code and open permit search. It is the responsibility of the buyer, lender and/or the buyer's agent to ensure these are completed and sent to CRA for review. This inspection process will provide an idea of the necessary repairs and costs associated with purchasing that unit. The City will provide up to \$25,000 for repairs.

The repair process will occur immediately after the property is purchased. Since repairs are intended to be minor, the buyer can occupy the unit as the repairs are being completed. Repairs will address building code violations, health/safety repairs, energy efficiency and other minor repairs. Repairs will be undertaken by licensed and insured general contractors.

This NSP purchase and home repair program is available to eligible applicants (low to middle income buyers) who are able to qualify for a mortgage. Maximum income limits are established by the Federal government and are subject to change.

### **Applicant Requirements:**

- Applicants do not have to be first time home buyers BUT must not own a home, in whole or in part, at time of application and prior to closing on the purchase of a NSP eligible property
- Applicants must be able to qualify for a primary mortgage in order to receive assistance from the City. This requires reasonable to pretty good credit. The City is not providing funds for the entire purchase of the home
- Purchase assistance applications will not be accepted without a mortgage pre-approval from a lender
- Applicants must sign the City's mortgage and promissory note. The City's mortgage (typically a second mortgage) is forgiven after 5, 10 or 15 years – depending on the

- amount of assistance you receive
- Total household income can not exceed 120% of the area median income. Please see income guidelines.
- Applicants must attend a HUD approved 8 hour homebuyer education class prior to closing
- Applicants must be able to verify cash to close, income and assets
- Applicants are processed and served on a first-come, first qualified basis

### **Program Benefits:**

- NSP funds can be used to pay 50% of the lender's required down payment, 100% of closing costs and assist with reducing mortgage principal balance
- Ability to purchase property at a discount
- Below market interest rates may be available from your lender per program underwriting guidelines
- Reduced closing costs
- Fixed rate term for 30 to 40 years
- Liberal qualifying ratios
- Assistance with the home buying process

### **Eligible Properties:**

- Single-Family Homes
- Townhomes
- Condominiums/Villas
- Limitations on maximum sales prices - \$250,000
- All properties must have an inspection
- All properties must be foreclosed upon and vacant
- Properties must be purchased at a 15% discount. Discount should be based off an appraisal completed no older than 60 days of purchase contract
- Short sale purchases, investment or second homes purchases are not permitted under this program
- All properties must be within the City limits of Coral Springs. The target area for the City of Coral Springs NSP program is zip code 33065 and includes the following census tracts: Tract 020310, 02311, 020302, 020308, 020312, 020313, 020314, 020305

### **Documentation Verified to Determine Eligibility for 0% Deferred Loan from City:**

- Completed application and disclosures with signatures and date
- Proof of citizenship or legal residential status
- Three (3) pay stubs for all household members over 18
- Six consecutive (6) bank statements for all household members who have accounts
- Other assets - 401(k), retirement/pension, IRA, CDs, annuities, etc.
- Life insurance policy type and cash value (if applicable)
- Self-employment income statement with schedule C, E, or F
- Social security, supplemental security income (SSI), and disability benefits
- Proof of unearned income, child support/alimony, contributions and gifts
- Statement for scholarships, grants, and veterans administration benefits

### **Terms of Assistance:**

0% interest, deferred payment loan secured by a mortgage and note. The loan is forgivable in

its entirety at the end of the term. The term begins the date of the closing, provided the title remains under the ownership of the original purchaser. There will be a loan for the purchase and a separate loan for repairs.

<b>Homeownership Assistance Amount</b>	<b>Affordability Period</b>
Under \$15,000	5
\$15,000 to \$40,000	10
Over \$40,000	15

\*Standard HUD Guidelines

There will be a yearly write-down of the loan after the end of each full year. The write-down will be equivalent to 1/5th, 1/10th or 1/15th of the mortgage depending on the term. The mortgage and note shall provide for pro-rated repayment, which shall be due if the home is sold, title is transferred or conveyed, or the home ceases to be the primary residence of the owner during the affordability period.

**The City of Miramar  
Foreclosure Prevention Program**

FREQUENTLY ASKED QUESTIONS

**Q.** What is this program for?

**A.** This program provides one-time funding as a deferred loan to assist to make homeowners current with their first and/or subordinate mortgage payments (principal, interest, taxes and insurance) attorneys' fees, late fees, HOA, Assessments and other customary fees.

**Q.** Who is eligible to apply for the Foreclosure Prevention program?

**A.** Qualified very-low, low and moderate income homeowners in the City of Plantation. Please see current income guidelines chart attached with this document.

**Q.** What conditions must have occurred for the homeowner to be considered for this program.

**A.** Applicants must show that the reason for non-payment of mortgage or fees was because of the following reasons:

- Loss of pay due to involuntary job loss
- Divorce which resulted in temporary loss of income
- Death of a spouse which resulted in a temporary loss of income
- Sudden unforeseen medical expenses
- Unforeseen emergency home repairs including condo/homeowner association assessments

**Q.** What does the homeowner have to do to apply?

**A.** The homeowner must come to the offices of Community Redevelopment Associates of Florida, 8569 Pines Blvd., Suite 201, Pembroke Pines. Phone: 954-431-7866:

- The homeowner must provide proof (current mortgage or applicable statement) that mortgage or fee is no less than 60 days late. Applicant must pay for the fees associated with the credit and title report by money order. Applicants must undergo budget/credit counseling from an approved credit counseling service. Priority will be given to persons who received prior down payment/purchase or rehabilitation assistance through City's program.
- Applicants must show their ability to continue to maintain their mortgage payment after assistance is given.

**Q.** How much money is available for each applicant?

**A.** The City will pay 100% of the delinquent mortgage amount - up to \$10,000.

**Q.** What happens if \$10,000 is not enough to pay the payments (principal, interest, taxes and insurance) attorneys' fees, late fees, HOA, Assessments and other customary fees?

**A.** If \$10,000 is not enough to bring the situation current, the homeowner must pay the remainder to bring the situation current.

## **The City of Miramar Purchase Assistance Program**

*There is currently a waiting list for some income categories. Please complete the Apply Form for assistance.*

The Purchase Assistance Program is designed to provide down payment, closing cost, principal reduction, rehabilitation and other costs associated with purchasing a new or existing eligible home. (The purchase assistance program does not reimburse applicants for purchases made before an applicant received approval). Persons can apply for this program if they wish to live in Miramar. If you are interested in purchasing a house not in Miramar, many cities in Broward County have similar purchase assistance programs. Please contact them directly.

### **Program Requirements**

- Must not own a home, in whole or in part, within the last 3 years\*
- Have reasonably good credit
- Meet the program's current state and federal income guidelines
- Very, Low, and Moderate Income Persons (Limited funds exist for moderate income persons.)
- Applicants are selected on a first-come, first qualified, and first served basis with income groups
- Homeowners who have received any form of grant assistance from the City, cannot re-apply for (5) years. (Effective July 1, 2004)
- Must sign the City's Second Mortgage. The City's Mortgage is forgiven after 10 years and is not written down on a yearly basis. Effective March 15, 2006
- **\*Others that may qualify as first-time home buyers are:**
- Single parents with children under the age of 18 who has recently been divorced and displaced
- A displaced victim of domestic abuse
- A person displaced as a result of governmental action

### **Program Benefits**

- 1% down payment from buyer
- Below market interest rates
- Fixed rate term for 30 to 45 years
- Liberal qualifying ratios

### **Some Participating Lenders**

- American Mortgage
- Bank Atlantic
- Bank of America
- Bank United
- Mercantile Bank
- Washington Mutual
- RAD Financial

### **Eligible Properties**

- Single-Family Homes
- Townhomes
- Condominiums
- Villas

### **Documentation Required**

- Completed application form with signatures and date
- Federal income tax returns and W-2's, last two years
- Proof of dependents claimed
- Proof of Citizenship or Legal Alien Status Documents
- Three (3) pay stubs for all household members over 18
- Six (6) bank statements for all household members
- Assets - 401(K), Retirement/pension, IRA, CDs, Annuities, etc.
- Life insurance policy with cash value and type
- Self-employment income statement with schedule C, E, or F
- Social Security, Supplemental Security Income (SSI), and Disability benefits
- Proof of unearned income
- Child support/Alimony
- Contributions and Gifts Statement for scholarships, grants, and veterans = s administration benefits \$35.00 money order made payable to Community Redevelopment Associates of Florida, Inc.

## **The City of Miramar Home Rehabilitation Program**

*At this time home repair assistance for Miramar residents is available only for those on waiting list prior to March 2006, emergency cases (determined by City of Miramar) or elderly, disabled and other special needs households. Please call the office if this applies to you Availability of assistance will be advertised once waiting list is exhausted.*

Up-keeping homes through residential rehabilitation maintain a community's housing stock, while promoting neighborhood revitalization and community sustainability. The City of Miramar Residential Rehabilitation Program is designed to provide minor home repair assistance to low and moderate income property owners who live in existing eligible homes. (The program does not reimburse for rehabilitation that was done prior to applying for assistance.) These repairs are made possible through Community Development Block Grant (CDBG) State Housing Initiative Partnership (SHIP) and HOME Investments Partnership program (HOME).

### **Program Requirements**

- Income limitations apply
- Must be able to verify income and assets
- This property must be a primary residence
- Applicants are required to sign a recapture document
- If you sell or rent your home within 10 years after work has been completed, you will be subject to repay the amount granted in assistance. Effective March 15, 2006

### **Program Benefits**

- Free home inspection and cost estimate
- Interest-free, deferred loan
- No repayment of loan if program requirements are met
- Allows home owners to correct code violations

### **Types of Repairs**

- Emergency repairs for items that are a threat to the health and safety of the homeowner and its occupants
- Repairs that make the home energy efficient
- Exterior painting
- Roof repair
- Facia

### **Eligible Properties**

- Single-Family Homes
- Townhomes
- Condominiums
- Villas

### **Documentation Required (As Applicable)**

- Completed application form with signatures and date
- Proof of property ownership
- Broward county notice of ad valorem taxes (showing assessed value of the property)
- Proof of property taxes paid
- Proof of hazard/homeowner insurance
- Federal income tax return
- Proof of dependents claimed
- Proof of Citizenship or Legal Alien Status Documents

- Three (3) pay stubs for all household members over 18
- Six (6) bank statements for all household members
- Assets - 401(K), Retirement/pension, IRA, CDs, Annuities, etc.
- Life insurance policy with cash value and type
- Self-employment income statement with schedule C, E, or F  
Social Security, Supplemental Security Income (SSI), and Disability benefits
- Proof of unearned income
- Child support/Alimony
- Contributions and Gifts
- Statement for scholarships, grants, and veterans' administration benefits



## **The City of Miramar Utility Connection Program**

The City of Miramar provides grant assistance to residents needing financial assistance to hook up their residential properties to newly installed main sewer lines in its redeveloping area. Residents are required to take the proper procedures to abandon their old septic tanks and to connect to the City's sewer system. The City provides grant assistance and as consultants CRA of Florida, facilitates the work and ensures that the work is carried out by licensed plumbers.

### **Program Requirements**

- Income limitations apply
- Must be able to verify income and assets
- This property must be a primary residence

### **Program Benefits**

- No repayment

### **Eligible Properties**

- Single-Family Homes
- Townhomes
- Condominiums
- Villas

### **Documentation Required (As Applicable)**

- Completed application form with signatures and date
- Proof of property ownership
- Broward county notice of ad valorem taxes (showing assessed value of the property)
- Proof of property taxes paid
- Proof of hazard/homeowner insurance
- Federal income tax return
- Proof of dependents claimed
- Proof of Citizenship or Legal Alien Status Documents
- Three (3) pay stubs for all household members over 18
- Six (6) bank statements for all household members
- Assets - 401(K), Retirement/pension, IRA, CDs, Annuities, etc.
- Life insurance policy with cash value and type
- Self-employment income statement with schedule C, E, or F  
Social Security, Supplemental Security Income (SSI), and Disability benefits
- Proof of unearned income
- Child support/Alimony
- Contributions and Gifts
- Statement for scholarships, grants, and veterans = s administration benefits

## **City of Pembroke Pines Residential Rehabilitation Program**

Attention Residents: We are currently accepting and processing applications for immediate assistance for Very Low and Low Income Households. There is still a waiting list for moderate-income households. See current guidelines to determine if you meet the income and property guidelines.

If you need roof repair, code violations fixed, storm shutters installed, exterior painting, and other non-cosmetic repairs, please continue reading. The City of Pembroke Pines has already helped hundreds of Pembroke Pines residents through this program and wants to help you.

### **Who May Apply?**

The Program is Citywide, but residents must meet income restrictions and homes must not be assessed more than \$429,615.50. (These are Federal and State guidelines subject to Change).

### **How Much Assistance is Available?**

The City of Pembroke Pines ' Home Repair Program provides assistance up to \$25,000 per household in the form of a 0% interest deferred loan. With City approval and depending on nature of repairs, the \$25,000 cap may be exceeded. Loans are due for repayment ONLY if you sell the house within 15 years of assistance. There are no monthly payments to be made to the City.

### **Why is the City doing this?**

The program is designed to provide minor home repair assistance to very low, low, and moderate-income homeowners who live in Pembroke Pines. Home repair assistance helps maintain the quality of the housing stock in the City's existing residential neighborhoods, help residents address code violations and issues that threaten the health and safety of household occupants. The program addresses minor home repairs while providing the much-needed financial assistance to do so. This program is not a remodeling program.

### **Where do the Funds Come From?**

These funds are made available through the U.S. Department of Housing and Urban Development (HUD's) Community Development Block Grant (CDBG), and HOME Investments Partnership program (HOME) and the State Housing Initiative Partnership (SHIP) program.

### **Program Requirements**

- Income limitations apply
- Must be able to verify income and assets
- The property must be your primary residence
- Assistance is given on a first qualified – first served basis
- Applicants are required to sign a 15-year recapture document. If you should sell your property, funds go directly back into the program to help another household in the City with home repairs

### **Program Benefits**

- Comprehensive home inspection and cost estimates
- Interest-free, deferred loan. No monthly payments. No repayment of loan if program requirements are met
- Use of pre screened licensed and insured general contractors selected through a competitive bidding process
- Assistance with repairs and home improvements without a financial burden to homeowner

## **Priority Repairs The Program Will Cover:**

### **Priority 1: To Correct Municipal Code Violations**

- Correction of building code violations

### **Priority 2: To Abate Any Health and Safety Problems in Your Home**

- Removal of lead-based paint/asbestos hazards
- Removal of home barriers to the disabled and elderly
- Removal of termites
- The elimination of specific conditions detrimental to public health and safety, which have been identified by Programs Inspectors

### **Priority 3: To Provide Safe Electrical and Mechanical Systems**

- Repair/replace water heaters
- Repair/replace electrical work
- Repair/replace heating and air-conditioning

### **Priority 4: Weatherization ñ To Stop Weather Penetration to Make Home More Energy Efficient**

- Cost effective energy conservation measures, including solar heating, cooling and water systems
- Installation of Energy Star Rated Fixtures

### **Priority 5: To Improve the General Conditions of Your Home and Its structure**

- Repair/replace roofing gutters and fascia
- Install Shutters
- Repair/replace plumbing
- Sewer Connections, Septic Tank and Drainfield
- Install new smoke alarms
- Repair/replace kitchen and bath flooring only if part of rehab
- Repair/replace bath fixtures;(Non Cosmetic)
- Repair/replace windows
- Repair/replace stucco
- Exterior Painting
- Install new deadbolt locks
- Replace carpet
- Repair/replace kitchen or bath cabinets and countertops (Evidence of Deterioration)
- Install new insulation

### **Eligible Properties**

- Single-Family Homes
- Townhomes
- Condominiums
- Villas

### **Documentation and Information We Must Verify (As Applicable)**

- Completed application and disclosures with signatures and date
- Proof of property ownership
- Broward county notice of ad valorem taxes (showing current assessed value of the property)
- Proof of property taxes paid
- Proof of hazard/homeowner insurance
- Federal income tax return
- Proof of dependents claimed

- Proof of Citizenship or Legal Residential Status
- Three (3) pay stubs for all household members over 18
- Six (6) bank statements for all household members who have accounts
- Other Assets - 401(K), Retirement/pension, IRA, CDs, Annuities, etc.
- Life insurance policy type and cash value (if applicable)
- Self-employment income statement with schedule C, E, or F  
Social Security, Supplemental Security Income (SSI), and Disability Benefits
- Proof of unearned income, Child support/Alimony, Contributions and Gifts
- Statement for scholarships, grants, and veterans administration benefits

**The City of Pembroke Pines  
Foreclosure Prevention Program**

FREQUENTLY ASKED QUESTIONS

**Q.** What is this program for?

**A.** This program provides one-time funding as a deferred loan to assist to make homeowners current with their first and/or subordinate mortgage payments (principal, interest, taxes and insurance) attorneys' fees, late fees, HOA, Assessments and other customary fees.

**Q.** Who is eligible to apply for the Foreclosure Prevention program?

**A.** Qualified very-low, low and moderate income homeowners in the City of Plantation. Please see current income guidelines chart attached with this document.

**Q.** What conditions must have occurred for the homeowner to be considered for this program.

**A.** Applicants must show that the reason for non-payment of mortgage or fees was because of the following reasons:

- Loss of pay due to involuntary job loss
- Divorce which resulted in temporary loss of income
- Death of a spouse which resulted in a temporary loss of income
- Sudden unforeseen medical expenses
- Unforeseen emergency home repairs including condo/homeowner association assessments

**Q.** What does the homeowner have to do to apply?

**A.** The homeowner must come to the offices of Community Redevelopment Associates of Florida, 8569 Pines Blvd., Suite 201, Pembroke Pines. Phone: 954-431-7866:

- The homeowner must provide proof (current mortgage or applicable statement) that mortgage or fee is no less than 60 days late. Applicant must pay for the fees associated with the credit and title report by money order. Applicants must undergo budget/credit counseling from an approved credit counseling service. Priority will be given to persons who received prior down payment/purchase or rehabilitation assistance through City's program.
- Applicants must show their ability to continue to maintain their mortgage payment after assistance is given.

**Q.** How much money is available for each applicant?

**A.** The City will pay 100% of the delinquent mortgage amount - up to \$10,000.

**Q.** What happens if \$10,000 is not enough to pay the payments (principal, interest, taxes and insurance) attorneys' fees, late fees, HOA, Assessments and other customary fees?

**A.** If \$10,000 is not enough to bring the situation current, the homeowner must pay the remainder to bring the situation current.

## **The City of Pembroke Pines Purchase Assistance**

*Assistance is only available to low and moderate-income persons at this time.*

The Purchase Assistance Program is designed to provide down payment, closing cost, principal reduction, rehabilitation and other costs associated with purchasing a new or existing eligible home. (The purchase assistance program does not reimburse applicants for purchases made before an applicant received approval). Persons can apply for this program if they wish to live in Plantation. If you are interested in purchasing a house not in Plantation, many cities in Broward County have similar purchase assistance programs. Please contact them directly.

### **Program Requirements**

- Must not own a home, in whole or in part, within the last 3 years\*
- Have reasonably good credit
- Meet the program's current state and federal income guidelines
- Very, Low, and Moderate Income Persons (Limited funds exist for moderate income persons.)
- Applicants are selected on a first-come, first qualified, and first served basis with income groups
- Homeowners who have received any form of grant assistance from the City, cannot re-apply for (5) years. (Effective July 1, 2004)
- Must sign the City's Second Mortgage. The City's Mortgage is forgiven after 30 years and is not written down on a yearly basis. Effective February 16, 2006

#### **\*Others that may qualify as first-time home buyers are:**

- Single parents with children under the age of 18 who has recently been divorced and displaced
- A displaced victim of domestic abuse
- A person displaced as a result of governmental action

### **Program Benefits**

- 1% down payment from buyer
- Below market interest rates
- Fixed rate term for 30 to 45 years
- Liberal qualifying ratios
- **Some Participating Lenders**
- American Mortgage
- Bank Atlantic
- Bank of America
- Bank United
- Mercantile Bank
- Washington Mutual
- RAD Financial

### **Eligible Properties**

- Single-Family Homes
- Townhomes
- Condominiums
- Villas

### **Documentation Needed to Meet Income Eligibility Requirements**

- Property must be located within the City
- Limitations on maximum sales prices

- Income limitations apply
- Must be able to verify cash to close, income and assets
- Two years of continuous employment
- Property must be primary residence
- All applicants must attend a homebuyer's workshop
- Applicants are required to sign recapture documents

As a reminder, the City will place a second mortgage on the property for the down payment and principal buy down assistance it has provided. The term is zero interest for 30 years. After 30 years, the loan is forgiven. Should you sell or lease your property during this period, the monetary amount of assistance you received will be due to the City. There are no monthly payments on the second mortgage. In addition, the City has requirements for refinancing of the first mortgage, should you choose to do so in the future. Effective February 22, 2006.

## **The City of Plantation Purchase Assistance**

*The City of Plantation is not accepting any more applications at this time.*

The Purchase Assistance Program is designed to provide down payment, closing cost, principal reduction, rehabilitation and other costs associated with purchasing a new or existing eligible home. (The purchase assistance program does not reimburse applicants for purchases made before an applicant received approval). Persons can apply for this program if they wish to live in Plantation. If you are interested in purchasing a house not in Plantation, many cities in Broward County have similar purchase assistance programs. Please contact them directly.

### **Program Requirements**

- Must not own a home, in whole or in part, within the last 3 years\*
  - Have reasonably good credit
  - Meet the program's current state and federal income guidelines
  - Very, Low, and Moderate Income Persons (Limited funds exist for moderate income persons.)
  - Applicants are selected on a first-come, first qualified, and first served basis with income groups
  - Homeowners who have received any form of grant assistance from the City, cannot re-apply for (5) years. (Effective July 1, 2004)
  - Must sign the City's Second Mortgage. The City's Mortgage is forgiven after 30 years and is not written down on a yearly basis. Effective February 16, 2006
- \*Others that may qualify as first-time home buyers are:**
- Single parents with children under the age of 18 who has recently been divorced and displaced
  - A displaced victim of domestic abuse
  - A person displaced as a result of governmental action

### **Program Benefits**

- 1% down payment from buyer
- Below market interest rates
- Fixed rate term for 30 to 45 years
- Liberal qualifying ratios

### **Some Participating Lenders**

- American Mortgage
- Bank Atlantic
- Bank of America
- Bank United
- Mercantile Bank
- Washington Mutual
- RAD Financial

### **Eligible Properties**

- Single-Family Homes
- Townhomes
- Condominiums
- Villas

### **Documentation Needed to Meet Income Eligibility Requirements**

- Property must be located within the City



- Limitations on maximum sales prices
- Income limitations apply
- Must be able to verify cash to close, income and assets
- Two years of continuous employment
- Property must be primary residence
- All applicants must attend a homebuyer's workshop
- Applicants are required to sign recapture documents

As a reminder, the City will place a second mortgage on the property for the down payment and principal buy down assistance it has provided. The term is zero interest for 30 years. After 30 years, the loan is forgiven. Should you sell or lease your property during this period, the monetary amount of assistance you received will be due to the City. There are no monthly payments on the second mortgage. In addition, the City has requirements for refinancing of the first mortgage, should you choose to do so in the future. Effective February 22, 2006.

**The City of Plantation  
Foreclosure Prevention Program**

FREQUENTLY ASKED QUESTIONS

**Q.** What is this program for?

**A.** This program provides one-time funding as a deferred loan to assist to make homeowners current with their first and/or subordinate mortgage payments (principal, interest, taxes and insurance) attorneys' fees, late fees, HOA, Assessments and other customary fees.

**Q.** Who is eligible to apply for the Foreclosure Prevention program?

**A.** Qualified very-low, low and moderate income homeowners in the City of Plantation. Please see current income guidelines chart attached with this document.

**Q.** What conditions must have occurred for the homeowner to be considered for this program.

**A.** Applicants must show that the reason for non-payment of mortgage or fees was because of the following reasons:

Loss of pay due to involuntary job loss

Divorce which resulted in temporary loss of income

Death of a spouse which resulted in a temporary loss of income

Sudden unforeseen medical expenses

Unforeseen emergency home repairs including condo/homeowner association assessments

**Q.** What does the homeowner have to do to apply?

**A.** The homeowner must come to the offices of Community Redevelopment Associates of Florida, 8569 Pines Blvd., Suite 201, Pembroke Pines. Phone: 954-431-7866:

The homeowner must provide proof (current mortgage or applicable statement) that mortgage or fee is no less than 60 days late. Applicant must pay for the fees associated with the credit and title report by money order. Applicants must undergo budget/credit counseling from an approved credit counseling service. Priority will be given to persons who received prior down payment/purchase or rehabilitation assistance through City's program.

Applicants must show their ability to continue to maintain their mortgage payment after assistance is given.

**Q.** How much money is available for each applicant?

**A.** The City will pay 100% of the delinquent mortgage amount - up to \$10,000.

**Q.** What happens if \$10,000 is not enough to pay the payments (principal, interest, taxes and insurance) attorneys' fees, late fees, HOA, Assessments and other customary fees?

**A.** If \$10,000 is not enough to bring the situation current, the homeowner must pay the remainder to bring the situation current.

## **The City of Plantation Residential Rehabilitation Program**

*There is currently a waiting list for this program.*

Up-keeping homes through residential rehabilitation maintain a community's housing stock, while promoting neighborhood revitalization and community sustainability. The City of Plantation's Residential Rehabilitation Program is designed to provide minor home repair assistance to low and moderate income property owners who live in existing eligible homes. (The program does not reimburse for rehabilitation that was done prior to applying for assistance.) These repairs are made possible through State Housing Initiative Partnership (SHIP) funding.

### **Program Requirements**

- Income limitations apply
- Must be able to verify income and assets
- This property must be a primary residence
- Applicants are required to sign a recapture document
- If you sell or rent your home within 10 years after work has been completed, you will be subject to repay the amount granted in assistance. Effective February 22, 2006

### **Program Benefits**

- Free home inspection and cost estimate
- Interest-free, deferred loan
- No repayment of loan if program requirements are met
- Allows home owners to correct code violations

### **Types of Repairs**

- Emergency repairs for items that are a threat to the health and safety of the homeowner and its occupants
- Repairs that make the home energy efficient
- Exterior painting
- Roof repair
- Facia

### **Eligible Properties**

- Single-Family Homes
- Townhomes
- Condominiums
- Villas

### **Documentation Required (As Applicable)**

- Completed application form with signatures and date
- Proof of property ownership
- Broward county notice of ad valorem taxes (showing assessed value of the property)
- Proof of property taxes paid
- Proof of hazard/homeowner insurance
- Federal income tax return
- Proof of dependents claimed
- Proof of Citizenship or Legal Alien Status Documents
- Three (3) pay stubs for all household members over 18
- Six (6) bank statements for all household members
- Assets - 401(K), Retirement/pension, IRA, CD = s, Annuities, etc.
- Life insurance policy with cash value and type

- Self-employment income statement with schedule C, E, or F  
Social Security, Supplemental Security Income (SSI), and Disability benefits
- Proof of unearned income
- Child support/Alimony
- Contributions and Gifts
- Statement for scholarships, grants, and veterans = s administration benefits

As a reminder, the City will place a second mortgage on the property for the down payment and principal buy down assistance it has provided. The term is zero interest for 15 years. After 15 years, the loan is forgiven. Should you sell or lease your property during this period, the monetary amount of assistance you received will be due to the City. There are no monthly payments on the second mortgage. In addition, the City has requirements for refinancing of the first mortgage, should you choose to do so in the future. Effective February 22, 2006.