Down Payment Program Information

1. The Flagler County SHIP Administrator will determine your eligibility for receipt of assistance from the government funded SHIP Program.

2. If eligible, you are required to complete a Homebuyer Education Course which may consist of two sessions and attend at least one session of Credit Counseling, if needed. When the course is completed, the SHIP office will finish processing your application.

3. Prior to SHIP loan assistance, Flagler County must receive proof that the following have been completed:
   - Completed and signed application
   - Verification of employment/income
   - Verification of assets
   - Credit report check
   - Purchase & Sales Agreement (Real Estate Contract)
   - Course completion certificate
   - Lender final approval letter
   - Lender’s control sheet
   - Appraisal
   - Home Inspection Report
   - Documentation of completed repairs

4. For all loans, except USDA, when all program guidelines have been met, the County will provide down payment/closing costs up to (or less, whichever is required at closing) the amount allowed by your income category based on financial need. However, the County’s financial assistance will not cover the following: appraisal fees, application fee, cost of credit reports, homeowners insurance, any deposits or binders for the purchase and sale agreement for real estate.

5. Your completion of requirements does not assure you of homeownership.

(continued)

6. The home you have selected for purchase must be affordable, meaning total payment including Principal, Interest, taxes, Insurance) should not exceed 33% of gross income. Debt-to-income (DTI) ratios should not exceed 33%.

7. For USDA Loans, when all program guidelines have been met, the County will provide closing costs up to the amount allowed by your income category. However, the County’s financial assistance will not cover the following: cost of credit reports, homeowners insurance and any deposits or binders for the purchase and sale agreement for the real estate.

8. Down Payment/Closing Cost assistance will be secured with a second mortgage for 180 months at 0% interest. There is no forgiveness period between year one (1) and year five (5). There will be a reduction of 10% per year for each year of ownership between years six (6) and years fifteen (15). If the applicant remains in the home for 15 years, the second mortgage is 100% forgiven. Your closing agent must provide at least ten (10) working days notice of your loan closing date. The County must receive an invoice and a Closing Disclosure at least five (5) business days before the date of closing.

9. The loan will be determined to be in default if any of the following occurs: sale, transfer, or conveyance of property; loss of homestead exemption status; or failure to occupy the home as primary residence. If any of these occur, the outstanding balance will be due and payable. Any payoff funds due to the county must be repaid within 180 days.

10. Flagler County SHIP funds may be used to purchase manufactured or mobile homes less than 5 years old. Assistance is very limited and maximum award amount is $10,000.

11. SHIP recipients may not receive SHIP assistance more than twice for the same property.

Contact Us:
Devrie Paradowski
dparadowski@flaglercounty.org
Flagler County
1000 Belle Terre Blvd
Palm Coast, FL 32164
(386) 586-2324 Option 5

Website:
www.flaglercounty.org/ship
What is SHIP?
It is the State Housing Initiatives Partnership program. It provides funds to local governments as an incentive to create partnerships that produce and preserve affordable housing.

Who is eligible?
Eligible Households are first time homebuyers that have not owned a home in the past three (3) years and their household income is in the very low, low or moderate income categories (See chart). Preference is given to Special Needs households as defined by Florida Statutes.

Where can I buy a home?
Anywhere in Flagler County, including the City of Beverly Beach, City of Bunnell, City of Flagler Beach, City of Marineland, City of Palm Coast and unincorporated Flagler County.

What type of home can I buy?
A newly constructed home, existing single family home, townhouse, condominium, modular home, or manufactured home. A manufactured home must be under five (5) years old. Multi-family homes are not eligible. The home must be priced at or below $200,000.

What are the income guidelines?

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Very Low</th>
<th>Low</th>
<th>Moderate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$23,000</td>
<td>$36,750</td>
<td>$55,200</td>
</tr>
<tr>
<td>2</td>
<td>$26,250</td>
<td>$42,000</td>
<td>$63,000</td>
</tr>
<tr>
<td>3</td>
<td>$29,550</td>
<td>$47,250</td>
<td>$70,920</td>
</tr>
<tr>
<td>4</td>
<td>$32,800</td>
<td>$52,500</td>
<td>$78,720</td>
</tr>
<tr>
<td>5</td>
<td>$35,450</td>
<td>$56,700</td>
<td>$85,080</td>
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<tr>
<td>6</td>
<td>$38,050</td>
<td>$60,900</td>
<td>$91,320</td>
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<tr>
<td>7</td>
<td>$40,700</td>
<td>$65,100</td>
<td>$97,680</td>
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<tr>
<td>8</td>
<td>$43,300</td>
<td>$69,300</td>
<td>$103,920</td>
</tr>
<tr>
<td>9+</td>
<td>Refer to HUD</td>
<td>Refer to HUD</td>
<td>Refer to HUD</td>
</tr>
</tbody>
</table>

Note: Awards Based on Funding Availability

How much assistance is awarded?

<table>
<thead>
<tr>
<th>Income Category</th>
<th>Maximum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Low Income</td>
<td>Up to $35,000</td>
</tr>
<tr>
<td>Low Income</td>
<td>Up to $25,000</td>
</tr>
<tr>
<td>Moderate Income</td>
<td>Up to $10,000</td>
</tr>
</tbody>
</table>

What is required of me?

- **Successful Completion** of Homebuyer Education
- **Prequalify** for income and credit worthiness
- **Complete** an application during your appointment, and provide all required eligibility documentation.
- **Contribute** a minimum a 1% of the contract price toward your home purchase

How do I apply?
1. Complete a Homebuyer Education Course with a HUD-approved Housing counseling agency.
2. Obtain mortgage preapproval
3. Call the SHIP office to schedule an appointment to begin the application process.

Where can I complete a Homebuyer Class and obtain Credit Counseling?

**Housing Counseling Agencies:**
- Mid-Florida Housing Partnership (386) 274-4441 / (800) 644-6125
- Volusia County / UF IFAS (386) 822-5778
- Community Legal Services of Mid-FL (386) 506-5384

In accordance with the Americans with Disabilities Act, persons needing assistance to participate in the Homeowner Education Course should contact the housing counseling agency at least 48 hours prior to the class.

How do I prequalify for financing?
You select the first mortgage lender of your choice, preferably a lender familiar with the SHIP program. You must be able to qualify for a mortgage loan to receive down payment and closing cost assistance.