Greenville County Redevelopment Authority

GCRA

GC Employee Homebuyer Advantage Program Application

NON-REFUNDABLE APPLICATION FEE REQUIRED:
$60 Application Fee $30 for anyone else over the age of 18

EQUAL HOUSING OPPORTUNITY

*** PLEASE FILL OUT FORM COMPLETELY – BACK AND FRONT OF ALL PAGES ***
*** PROCESSING WILL BE DELAYED IF ALL QUESTIONS ARE NOT ANSWERED ***

Section 1 – Borrower/County Employee Information

Address of Property: ____ (if unknown, TBD)

EMPLOYEE/APPLICANT: ____________________ ______________________ ________________________
First Middle Last

EMAIL ADDRESS: ___________________________________ Phone Number: ______________

SSN#: _________________ BIRTHDATE: ____________ SEX: M☐ F☐

MARITAL STATUS: _____________________ ETHNICITY: Hispanic☐ Non-Hispanic☐

RACE: Asian ☐ Black ☐ Caucasian ☐ American Indian ☐ Native Hawaiian ☐
American Indian & White ☐ Asian & White ☐ Black & Caucasian ☐
American Indian and Black ☐ Other Multi Racial ☐ Decline to Answer ☐

Section 2 – Co-Borrower Information

CO-APPLICANT: _______________________ ____________________ __________________
First Middle Last

Phone Number: _____________ SSN: ____________ BIRTHDATE: __________ SEX: M☐ F☐

Number to Live in Household: _______ ETHNICITY: Hispanic☐ Non-Hispanic☐

RACE: Asian ☐ Black ☐ Caucasian ☐ American Indian ☐ Native Hawaiian ☐
American Indian & White ☐ Asian & White ☐ Black & Caucasian ☐
American Indian and Black ☐ Other Multi Racial ☐ Decline to Answer ☐

Section 3 – Other Household Members Over 18

NAME ______________________________Relationship_____________________ Birth date ___________

Social Security # _______________

NAME ______________________________Relationship_____________________ Birth date ___________

Social Security # _________________

NAME ________________________________Relationship______________________ Birth date ____________

Social Security # ___________________

CURRENT ADDRESS ____ ______________ ____________
Street address City, State ZIP Code

DATES: FROM _____________ TO _______________ MONTHLY RENT ______________

(If time at current address is less than 3 years)

PREVIOUS ADDRESS ____ ______________ ____________
Street address City, State ZIP Code

DATES: FROM _____________ TO ______________

Section 4 – Employment and Income

EMPLOYEE

COUNTY DEPARTMENT: ____________________________________ TITLE: ____________________________

ADDRESS: ____ EMPLOYED SINCE: _____________________

HOURLY WAGE $______________________ HRS. WORKED PER WEEK _________________

HOURLY OVERTIME WAGE $____________ OVERTIME HRS. PER WEEK________________

CO-APPLICANT

EMPLOYER ____ TITLE: _____________________________

ADDRESS ____ EMPLOYED SINCE ___________________

HOURLY WAGE $______________________ HRS. WORKED PER WEEK _________________

HOURLY OVERTIME WAGE $____________ OVERTIME HRS. PER WEEK________________

OTHER SOURCES OF INCOME (Social Security, SSI, pension, retirement, child support, other):

Amount $______________ per _____________ Source____

Amount $______________ per _____________ Source ____

If you receive child support, is it court ordered? Yes ☐ No ☐

Section 5 – Assets and Liabilities

SAVINGS ACCOUNT? YES ☐ NO ☐ BALANCE ___________ BANK ___________________________________

CHECKING ACCOUNT? YES ☐ NO ☐ BALANCE ___________ BANK ___________________________________

401K (RETIREMENT)? YES ☐ NO ☐ BALANCE ___________ BANK ____________________________________

DO YOU HAVE MONEY FOR A DOWN PAYMENT? YES ☐ NO ☐

HOW MUCH? ____________________ SOURCE OF DOWN PAYMENT ____________________________________

DO YOU OWN REAL ESTATE? YES ☐ NO ☐
If yes, please describe:

____

Have you owned a home in the past 3 years? ______

Do you intend to occupy the property as your primary residence? _______

PLEASE LIST ALL CREDIT ACCOUNTS (auto loans, finance agencies, credit cards, jewelry, furniture, appliance accounts etc.)

1.	Creditor/Bank/Loan Co	Loan Type	Monthly Payment	Balance
2.	Creditor/Bank/Loan Co	Loan Type	Monthly Payment	Balance
3.	Creditor/Bank/Loan Co	Loan Type	Monthly Payment	Balance
4.	Creditor/Bank/Loan Co	Loan Type	Monthly Payment	Balance
5.	Creditor/Bank/Loan Co	Loan Type	Monthly Payment	Balance
6.	Creditor/Bank/Loan Co	Loan Type	Monthly Payment	Balance
7.	Creditor/Bank/Loan Co	Loan Type	Monthly Payment	Balance

Section 6 – Certification and Authorization

APPLICANT CERTIFICATION: I certify all information made on this application is true and correct to the best of my knowledge and belief. I authorize the GCRA and participating lenders to obtain a credit report, as well as a criminal history from the State Law Enforcement Division (SLED). Applicants for homeownership will not be considered if, over the past five years, the applicant or any member of the household over the age of 18 has been convicted of drug distribution/possession (misdemeanor or felony) or has been convicted of any crime punishable by imprisonment of more than one (1) year and is not a traffic offense. Any MISDEMEANOR and/or FELONY can also be at the discretion of the Executive Director of approval or denial. Applicant or any person in the household listed on any National or State Registry or the South Carolina Sex Offender Registry as a sex offender will be denied. I consent to the disclosure of income and financial information from my employer and financial references for purposes of verification related to my application for the PATH Program and mortgage loan approval. I agree that a photocopy of this authorization may be used for the purposes stated above. I authorize GCRA to obtain rental history from current and past landlords as necessary for program approval. Once I have become a homeowner through the GCRA PATH Program, I give GCRA permission to access my mortgage payment history from the Lender. Approval or denial of application is at the discretion of the Executive Director.

Credit Report Authorization and Release

I/We hereby authorize GCRA, its employees, agents, contractors, participating lenders, and program administrators to obtain and review consumer credit information and related financial information in connection with my/our application for participation in the PATH Down Payment Assistance Program.

This authorization permits GCRA to obtain one or more consumer credit reports and to verify information provided in connection with the application process, including but not limited to employment, income, assets, debts, rental history, and other information relevant to determining program eligibility and underwriting requirements.

I/We understand that:

- The credit report will be used solely for legitimate program administration, underwriting, eligibility determination, compliance monitoring, loan servicing, or related housing assistance purposes permitted by law;
- GCRA will maintain such information in accordance with applicable federal, state, and local privacy and records retention laws;
- Submission of an application does not guarantee approval for assistance;
- Any adverse action based in whole or in part on information contained in a consumer report will be communicated in accordance with applicable law, including the Fair Credit Reporting Act;
- All applicants will be evaluated in a manner consistent with applicable fair housing and fair lending laws, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, familial status, disability, age, marital status, receipt of public assistance income, or any other protected characteristic under applicable law.

This authorization shall remain valid for the duration of the application review process and, if assistance is awarded, for the term of any assistance agreement or loan as permitted by law.

Fraud, Misrepresentation, and Certification Statement

I/We certify that all information provided in connection with the application for assistance under the PATH Down Payment Assistance Program is true, complete, and accurate to the best of my/our knowledge.

I/We understand that GCRA will rely upon the information provided in determining eligibility for program assistance. I/We further understand that any intentional or negligent misrepresentation, omission, falsification, or concealment of material information may result in one or more of the following actions:

- Denial of the application;
- Termination of participation in the program;
- Acceleration or repayment of assistance provided;
- Referral to appropriate governmental authorities for civil or criminal prosecution; and/or
- Other remedies permitted under applicable federal, state, or local law.

I/We agree to promptly notify GCRA in writing of any material change in financial condition, household composition, employment, residency, indebtedness, or other information relevant to eligibility occurring prior to closing or funding.

Employment Verification Authorization

I/We hereby authorize GCRA to contact Greenville County Human Resources for the purpose of verifying employment status, position, length of employment, income, and other reasonably necessary information to determine eligibility for the PATH Down Payment Assistance Program.

I/We authorize the release of such information by Greenville County to the GCRA and its authorized representatives, contractors, participating lenders, housing counseling agencies, program administrators, and compliance monitors.

This authorization shall remain effective during the application, underwriting, closing, funding, and compliance monitoring periods associated with the program, unless revoked in writing to the extent permitted by law.

Authorization to Share Information with Program Partners

I/We understand that administration of the PATH Down Payment Assistance Program may involve coordination among multiple entities, including lenders, housing counseling agencies, legal counsel, loan servicers, compliance consultants, governmental agencies, contractors, auditors, and funding partners.

I/We authorize GCRA to obtain, use, disclose, and exchange information and documentation related to my/our application and participation in the program, including financial, credit, employment, income, and housing-related information, for purposes including:

- Determining eligibility;
- Underwriting and loan processing;
- Compliance with funding requirements;
- Program administration and reporting;

- Loan servicing and monitoring;
- Audit and oversight activities; and
- Other lawful housing assistance purposes.

GCRA agrees to limit disclosure to information reasonably necessary for program administration and to maintain records in accordance with applicable privacy and confidentiality laws.

<u>Electronic Records and Electronic Signature Consent</u>

I/We consent to the use of electronic records, electronic communications, and electronic signatures in connection with the application for and administration of the PATH Down Payment Assistance Program, to the extent permitted under applicable federal and state law, including the Electronic Signatures in Global and National Commerce Act ("E-SIGN Act").

I/We agree that the Agency may provide disclosures, notices, agreements, certifications, and other program-related documents electronically, including through email or secure online portals.

I/We understand that:

- I/We may request paper copies of electronically provided documents;
- I/We may withdraw consent to electronic communications at any time by providing written notice to the Agency;
- Withdrawal of consent may delay or affect processing of the application;
- I/We are responsible for maintaining a valid email address and access to electronic communications.

By signing below, I/We confirm that I/we have the ability to access and retain electronic records.

<u>Privacy Acknowledgment</u>

GCRA is committed to protecting the privacy and confidentiality of applicant information. Information collected in connection with the PATH Down Payment Assistance Program will be used solely for lawful program administration, underwriting, compliance, servicing, reporting, and related housing assistance purposes.

GCRA may collect and maintain personal, financial, employment, and credit information as necessary to evaluate eligibility and administer assistance. Such information may be shared with authorized program partners, funding entities, auditors, regulators, lenders, housing counselors, legal counsel, and contractors as necessary for legitimate program purposes and as permitted by law.

GCRA does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, familial status, disability, age, marital status, or any other protected classification under applicable federal, state, or local law.

Any household members over the age of 18 must sign this application.

______________________________	______________________________
Signature Date	Signature Date
______________________________	______________________________
Signature Date	Signature Date

RETURN APPLICATION & All SUPPORTING DOCUMENTS TO:
Greenville County Redevelopment Authority, 301 University Ridge, Suite S-4300, Greenville, SC 29601
Attention: Julie Hallman
jhallman@gcra-sc.org

OFFICE USE ONLY:
This Household:
☐ is eligible
☐ is not eligible
[Initials of Staff Member: _______]

<u>Needed for Prequalification</u>
Submit the following documents to Julie Hallman at jhallman@gcra-sc.org Applicants must either deliver the documents in-person, or provide PDF's of the documents via email. Please submit complete applications with all supporting documents.

☐ GCRA PATH Program Application

INCOME

☐ Four most recent paystubs for Applicants
☐ Two years of W-2's for applicants
☐ Two years of 1040s (tax returns)
☐ Other income documentation, if applicable (Social Security, pension, retirement, child support, other)

- SSI Award Letter
- Court Ordered Child Support or Adoption Order
- SSI Disability Award Letter
- Retirement Pension

ASSETS

☐ Four months most recent statements for all accounts indicated on the PATH application

IDENTIFICATION

☐ Copy of SC identification or driver's license for loan applicants

If GCRA determines the Applicant is eligible based on the documents above GCRA will issue a **PATH Preapproval Letter or Denial.** The letter will be provided to the PATH applicant.

<u>Needed for PATH FULL Loan Approval & Loan Documents for Closing</u>

- Executed Sales Contract
- Proof of Earnest Money Deposit
- Homebuyer Education Certificate
- Loan Estimate
- Loan Pre-Approval Letter
- Appraisal
- Closing Disclosure
- Other docs provided by the lender
- Loan Officer and Closing Attorney Contact Information