

**URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH
FOR-SALE SINGLE FAMILY DEVELOPMENT
SECOND MORTGAGE PROGRAM**

Application Instructions

Please complete the enclosed *Applicant Evaluation Form* and send it along with all requested information to:

Urban Redevelopment Authority of Pittsburgh
200 Ross Street, 10th Floor
Pittsburgh, PA 15219
Attention: Alicia Majors-Myrick, Program Officer

Please be advised that incomplete applications may not be processed in a timely manner. If you have questions about the application, please contact Alicia Majors-Myrick at 412-255-6698 or via email at amajors@ura.org

NOTE: This application can only be submitted if you are purchasing a URA financed single family for-sale home. If you are not sure if your property is eligible, please check with the Seller's agent or call the URA at 412-255-6666.

Basic Items Required for Processing:

1. Completed and signed Applicant Evaluation Form
2. Completed and signed Conflict of Interest Disclosure
3. Completed and signed Inspection Notice
4. Completed and signed Verification of Employment (VOE form) from each employer for Applicant and Co-Applicant. Note: every form from each employer must be signed.
5. Copies of most recent consecutive pay stubs for one month's salary for Applicant and Co-Applicant
6. Copies of signed and dated Federal IRS income tax returns for previous two (2) years and corresponding W2 forms
7. Copies of three (3) consecutive months of bank statements
8. Copy of signed and dated Sales Agreement
9. Copy of pre-approval for 1st mortgage from lender
10. Verification of all other earned and unearned income i.e. rental income (provide leases), child support, pension payments, social security income statements, etc.

Additional Items Required on Case-By-Case Basis:

1. Certification of any lack of income, i.e. notarized statement for each unemployed adult (18 years or older) in household.
2. Social Security numbers of other adults in unit, i.e. fiancée of borrower (if planning to marry before URA commitment is awarded). This information is for credit report and income eligibility purposes.
3. Verification of claims that any debt has been reduced i.e. a payoff letter, monthly charge/credit statement, payment receipt, etc.
4. **IF SELF-EMPLOYED, PLEASE PROVIDE THE FOLLOWING:**
 - a. Two previous consecutive years' Federal IRS income tax returns with all schedules.
 - b. A recent financial statement (including profit and loss statement and balance sheet).

URA SECOND MORTGAGE PROGRAM: FOR-SALE SINGLE FAMILY DEVELOPMENTS

APPLICANT EVALUATION FORM

Address of Home You Want To Buy: _____

Where You Heard About the Availability of the Home: _____

TO BE COMPLETED BY DEVELOPER:	
Sales Price of Unit: \$ _____	
Lender Providing First Mortgage Loan: _____	
PHOP: _____ Yes _____ No	Non PHOP: _____ Yes _____ No
First Mortgage Loan Amount Required \$ _____	
Estimate of Closing Costs \$ _____	To Be Financed? ____ Yes _____ No
Total Amount of Applicant Down Payment \$ _____	

I. GENERAL INFORMATION

Applicant

Co-Applicant

Name: _____

Address: _____

_____ Zip _____

_____ Zip _____

Phone (Home/Work) _____ / _____

_____ / _____

Date of Birth: _____

Social Security No: _____

Single ____ Married ____ Separated ____ Divorced ____

Single ____ Married ____ Separated ____ Divorced ____

Race (for data purposes only): _____

Race (for data purposes only): _____

II. HOUSEHOLD INFORMATION

Total Number of Household Members (include Applicant and Co-Applicant): _____

Provide information in chart below for each household member:

<u>Name</u>	<u>Relationship to Applicant</u>	<u>Age</u>

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III. BANKING/DEPOSIT INFORMATION

Provide information for Applicant and Co-Applicant.

Name of Institution	Address	Type of Account	Account Number	Balance
				\$
				\$
				\$
				\$

IV. CURRENT HOUSING INFORMATION

A. Applicant:

Do you currently rent? Yes _____ No _____ Total Rent Per Month: \$ _____

Do you currently own a home? Yes _____ No _____ Mortgage Payment Per Month: \$ _____

If yes, please provide address: _____ Year Purchased: _____

B. Co-Applicant:

Do you currently live with Applicant? Yes _____ No _____ Total Rent Per Month: \$ _____

If no:

Do you currently rent? Yes _____ No _____ Total Rent Per Month: \$ _____

Do you current own a home? Yes _____ No _____ Mortgage Payment Per Month: \$ _____

If yes, please provide address: _____ Year Purchased: _____

V. OBLIGATION/EXPENSES

Provide information for Applicant and Co-Applicant:

<u>Obligation/Expense</u>	<u>Creditor</u>	<u>Monthly Payment</u>	<u>Balance</u>
Auto Loan		\$	\$
Auto Loan		\$	\$
Credit Card		\$	\$
Credit Card		\$	\$
Credit Card		\$	\$
Personal Loan		\$	\$
Alimony/Child Support		\$	\$
Credit Union (Please Circle)	Saving Loan	\$	\$
Other		\$	\$
Total		\$	\$

VI. EMPLOYMENT INFORMATION

Applicant

Co-Applicant

Employer: _____

Address: _____

_____ Zip _____

_____ Zip _____

Month/Year Employed: From: _____ To: _____

From: _____ To: _____

Yearly Gross Salary: \$ _____

\$ _____

Position Held: _____

If Employed Less Than Three Years with Current Employer:

Previous Employer: _____

Address: _____

Month/Year Employed: From: _____ To: _____

From: _____ To: _____

VII. OTHER SOURCES OF INCOME

Applicant

Co-Applicant

Social Security: \$ _____ per month

\$ _____ per month

Pensions: \$ _____ per month

\$ _____ per month

DPA Benefits: \$ _____ per month

\$ _____ per month

Dividends: \$ _____ per month

\$ _____ per month

Total Rent Income: \$ _____ per month

\$ _____ per month

Other Income (Specify Sources):

_____ \$ _____ per month

\$ _____ per month

_____ \$ _____ per month

\$ _____ per month

_____ \$ _____ per month

\$ _____ per month

_____ \$ _____ per month

\$ _____ per month

FOR URA USE ONLY

TOTAL ALL HOUSEHOLD INCOME: \$ _____ MONTHLY \$ _____ ANNUAL

VIII. CREDIT AND LEGAL:

Have you ever been or are you presently involved in any of the following? Check all that apply:

Bankruptcy _____ Judgment _____

Lawsuits _____ Liens on Property _____

Other (Please specify): _____

IX. OTHER ASSETS

Stocks, Bonds, Other Investments: \$ _____

Market Value of Real Estate Owned: \$ _____

Other: _____ \$ _____

TOTAL: \$ _____

X. CERTIFICATION & AUTHORIZATION

I (We) certify that the statements contained in this application for credit are true and accurate concerning my (our) financial condition. This information is given for the purpose of obtaining credit, and I (we) authorize the Urban Redevelopment Authority of Pittsburgh (URA) to investigate my (our) credit.

I (We) also hereby authorize the URA to discuss with _____ (Developer, Lender) any information relating to my (our) Lease/Purchase Agreement and my application for a Mortgage Loan.

Applicant's Signature

Date

Co-Applicant's Signature

Date

******* PLEASE ATTACH THE FOLLOWING:*******

- 1. Signed copies of your IRS financial income tax returns from the previous two years.**
- 2. Copies of your most recent consecutive pay stubs for one (1) month**
- 3. A copy of your signed Sales Agreement.**

**URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH
DEPARTMENT OF HOUSING**

CONFLICT OF INTEREST DISCLOSURE

All applicants for loans or grants from the Urban Redevelopment Authority of Pittsburgh (URA) are requested to disclose if they are employees or related to employees of URA or the City of Pittsburgh. If you are an employee or related to a City or URA employee, a formal Conflict of Interest waiver must be presented to the URA's Board of Directors. If the source of funding for your URA financing is the U.S. Department of Housing and Urban Development (HUD), then you must also submit a formal Conflict of Interest waiver to City Planning and to HUD for approval.

INSTRUCTIONS: Please complete Section A, B or C and sign at the bottom.

SECTION A

I _____ hereby acknowledge that I am an employee of the:
_____ City of Pittsburgh _____ Department
_____ URA of Pittsburgh

SECTION B

I _____ hereby acknowledge that I am related to
(Employee's Name) _____, an employee of the
_____ City of Pittsburgh
_____ URA of Pittsburgh

My relationship to the employee: _____ Spouse _____ Father _____ Mother _____ Daughter _____
Son _____ Other _____ (Specify relationship)

He/She is employed in the (Department/Position) _____

SECTION C

I, _____, hereby certify that I am not related to an employee of the City or URA of Pittsburgh **nor** am I an employee of the City or URA of Pittsburgh.

I/(We) acknowledge and agree that any misrepresentation contained in this Disclosure may result in the cancellation of my application for a loan or grant or, if the misrepresentation is discovered after the loan or grant is made, I/(we) may be required to repay the loan or grant on demand.

DATE

APPLICANT'S SIGNATURE

DATE

CO-APPLICANT'S SIGNATURE

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Inspection Notice

This is to certify that I/we _____, potential buyer(s) of the property located at _____, am/are aware of the following Urban Redevelopment Authority of Pittsburgh (URA) inspection policy:

*The property is inspected before and during construction. These inspections are done solely to protect URA's loan funds. The URA does **not** warrant the value of the property. The URA does **not** warrant or guarantee that its inspection will reveal everything that may be wrong with the property. The URA does **not** warrant materials or workmanship. If you want to satisfy yourself that the condition of the property does not require other work or that the work done by the contractor is done correctly, you must, **at your own expense**, obtain your own home inspection.*

Witness

Buyer

Date

Witness

Buyer

Date

URBAN REDEVELOPMENT AUTHORITY

VERIFICATION OF EMPLOYMENT

INSTRUCTIONS: URA – Complete items 1 thru 7. Have applicant sign item 8. Forward directly to employer named in item 1.
 EMPLOYER – Please complete either Part II or Part III as applicable. Sign and return directly to URA (Item 2).

PART I – REQUEST			
1. TO (Name and address of employer)		2. FROM (Names and address of URA)	
		ALICIA MAJORS-MYRICK URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH 200 ROSS STREET, 10TH FLOOR PITTSBURGH, PA 15219-2069	
3. SIGNATURE OF URA AGENT	4. Title	5. DATE	6. URA Telephone # Office: 412-255-6698 Fax: 412-255-6645

I have applied for a mortgage loan and stated that I am now or was formerly employed by you.

7. NAMES AND ADDRESS OF APPLICANT (Include employee or badge number)	8. TO BE COMPLETED BY MORGAGE APPLICANT OR CO-APPLICANT
	_____ Applicant's Signature

PART II – VERIFICATION OF PRESENT EMPLOYMENT							
EMPLOYMENT DATA		PAY DATA					
9. APPLICANT'S DATE OF EMPLOYMENT	12A. CURRENT BASE PAY (Enter Amount and Check Period)			12C. FOR MILITARY PERSONNEL ONLY			
				PAY GRADE:			
10. PRESENT POSITION	↑ ANNUAL ↑ HOURLY ↑ MONTHLY ↑ OTHER \$ _____ ↑ WEEKLY (Specify)			TYPE	MONTHLY AMOUNT		
	11. PROBABILITY OF CONTINUED EMPLOYMENT			BASE PAY	\$		
		TYPE	Year to Date	Past Year	RATIONS	\$	
13. IF OVERTIME OR BONUS IS APPLICABLE, IS ITS CONTINUANCE LIKELY? OVERTIME ↑ YES ↑ NO BONUS ↑ YES ↑ NO		BASE PAY		\$	\$	FLIGHT OR HAZARD	\$
		OVERTIME		\$	\$	CLOTHING	\$
		COMMISSIONS		\$	\$	QUARTERS	\$
		BONUS		\$	\$	PRO PAY	\$
				OVERSEAS OR COMBAT	\$		

14. REMARKS (If paid hourly, please indicate average hours worked each week during current and past year)

GROSS EARNINGS THIS YEAR : \$ _____ TO DATE THRU _____ 20 _____

INDICATE FUTURE RAISES DUE : _____ AMOUNT \$ _____ PER _____ (Indicate per Year, Month, Week, Hour)

IF THIS EMPLOYEE WAS OFF FOR ANY LENGTH OF TIME, PLEASE INDICATE DATES: FROM _____ TO _____

PART III – VERIFICATION OF PREVIOUS EMPLOYMENT			
15. DATE OF EMPLOYMENT	16. SALARY/WAGE AT TERMINATION PER (Year) (Month) (Week)		
	BASE _____	OVERTIME _____	COMMISSIONS _____ BONUS _____
17. REASON FOR LEAVING		18. POSITION HELD	

The above information is provided in strict confidence in response to your request.

19. SIGNATURE OF EMPLOYER	20. TITLE	21. DATE
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The confidentiality of the information you have furnished will be preserved except where disclosure of this information is required by applicable law. The form is to be transmitted directly to the URA.