

**Housing Authority of the County of Santa Cruz
Section 8 Homeownership Assistance Program
Eligibility Worksheet**

Name _____

Tenant ID (Head of Household SSN) _____ Date: _____

This worksheet will help in estimating preliminary eligibility and monthly homeownership payment amount.

SECTION 8 HOMEOWNERSHIP ELIGIBILITY

Do you meet any of the Disabled/Elderly definitions on the reverse side?
If so, please indicate which definition you meet.

yes no

Disabled family
 Family that includes a person with disabilities
 Elderly family

Date of enrollment—first assisted lease date—in the Section 8 program
(minimum 1 year required, exceptions may be made as a reasonable
accommodation for disabled households or household that include a person with
disabilities)

____/____/____

Does at least one member of the household work 30 hours/week or more, and
have they been employed for at least 30 hours per week for at least a year?
(there are exceptions for elderly and disabled households)

yes no

Total household income, not including welfare. Minimum income requirement
is \$10,300 per year, or \$6,540 for disabled families.
(elderly and disabled households may include welfare income received by the
adult family members who will own the home.)

\$ _____

yes no Do you meet the definition of a First Time Homebuyer? See reverse.

BUYER'S FUNDS: does not include moving expenses or any overlap in your rent and mortgage.

	BUYER \$	FAMILY / LOCAL PROGRAM \$	
A	\$ _____		Sales Price of Home (cannot exceed the appraised value)
B	\$ _____		Downpayment from Buyer (A * .01) This amount must come from the buyer's own funds.
C	\$ _____		Additional Downpayment. (A * .02 or greater, depending on lender requirements) This could include a gift from a relative or downpayment assistance from a local program.
D	\$ _____		Estimated Closing Costs & Transaction Costs (enter A * .05, or use the lender's actual estimate) This amount may come from a relative or a local program, or the buyer's own funds.
E	\$500		Home Inspection Fee (actual amount may vary, but the Housing Authority requires that the buyer have \$500 in reserve for this expense.)
F	\$ _____		TOTAL: B+C+D+E = F \$ _____ This is the estimated minimum cash you must have in escrow. Funds include your own funds and funds from other sources.

DISABLED/ELDERLY DEFINITIONS

Disabled family

A family whose head, spouse, or sole member is a person with disabilities.

Family that includes a person with disabilities

A family that includes a person with disabilities, where the person with disabilities is not the head of household, spouse, or sole member.

Elderly family

A family whose head, spouse, or sole member is at least 62 years of age.

FIRST TIME HOMEBUYER DEFINITIONS

First Time Homebuyer: The family must meet ONE of the following definitions:

- a. No member of the family has owned a home, or owned an interest in a home, that served as their residents or the residence of any other person in the family, for the last three years.
- b. A member of the family did own or have interest in a home in the last three years, but they meet the definition of displaced homemaker or single parent who, while married, owned a home with his or her spouse or resided in a home with his or her spouse. See below for definitions.
- c. One or more members of the family owns membership shares in a cooperative.
- d. One of the family members is a person with disabilities, and the use of the homeownership option is necessary as a reasonable accommodation.

Displaced homemaker: An individual who—

- (A) is an adult;
- (B) has not worked full-time, full-year in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family; and
- (C) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Single parent: An individual who—

- (A) is unmarried or legally separated from a spouse; and
- (B) (i) has 1 or more minor children for whom the individual has custody or joint custody; or
(ii) is pregnant.

MONTHLY SECTION 8 HOMEOWNERSHIP EXPENSES

Add up your total estimated monthly homeownership expenses to help you determine your total monthly housing costs, and your estimated monthly assistance from the Housing Authority.

\$	Mortgage payments, principal and interest. (For cooperatives, this can include the financing for the membership share.)
\$	Mortgage insurance payments
\$	Real estate taxes*
\$	Homeowners insurance payments*
\$ 25	Maintenance expense allowance* (You may wish to save more than this. This is simply the amount the Housing Authority uses to calculate your assistance.)
\$ 25	Major repairs and replacement allowance*
\$	Utility allowance* (see utility allowance chart, over.)
\$	Homeowners association dues for condominiums or membership fees cooperatives, membership fees / space rent mobile home parks*
\$	Principal and interest for mortgage debt to finance major repairs, replacements, or improvements for the home, including costs for disabled access improvements
\$	TOTAL MONTHLY HOMEOWNERSHIP EXPENSES

All items with an asterisk () next to them are items that typically increase every year. You should plan on having more money each year to pay these increased costs.

ESTIMATING YOUR MONTHLY HOMEOWNERSHIP ASSISTANCE PAYMENT

Please note that this is simply an estimate. Certain HUD-required adjustments to income may impact the final homeownership assistance payment calculation. The Housing Authority will perform the final calculations prior to providing homeownership assistance.

A	\$	Payment standard for the size unit the Housing Authority has determined you are eligible for. (see attached Payment Standard schedule.)
B	\$	Payment standard for the size unit you would like to purchase.
C	\$	Enter the lower of A or B here.
D	\$	Monthly homeownership expenses from above.
E	\$	Enter the lower of C or D here.
F	\$	Your monthly adjusted household income
H	\$	$F \times .3$ 30% of your monthly income.
I	\$	E – H. This is your estimated homeownership assistance payment
J	\$	D – I This is the amount of your homeownership expenses that you will have to pay each month.
K	%	J / F. This is the percentage of your monthly income you will have to devote to housing costs. (should not exceed 40%)
L	\$	F – J This is how much money you will have left over each month after you pay your homeownership expenses.