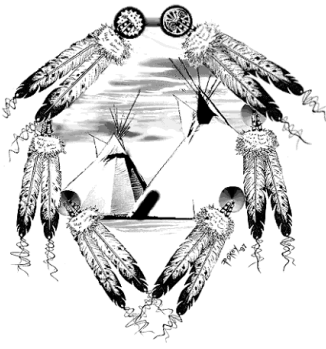


# SPOKANE INDIAN HOUSING AUTHORITY

## DOWN PAYMENT/CLOSING COST ASSISTANCE APPLICATION

- Purpose
  - To provide financial assistance through Down Payment Assistance and/or Closing Cost Assistance.
- Funding
  - Funds are initially provided as a loan with a 10% vesting schedule. This means that 10% of the total loan amount becomes the recipient's property each year for 10 years. After 10 years, the remaining portion of the loan is converted into a grant, making the recipient the sole owner of the funds.
  - The amount of funding is based on the total household income and household size. To be eligible for the maximum amount the income must be at or below 80% of the current year's HUD income guidelines.
- Application Process
  - To complete the application process, the applicant must provide:
    - Complete and signed application
    - Tribal Identification
    - Current Income Statements
    - Land Lease (on Reservation)
    - Pre-qualification letter from a Mortgage Company
- Pre-approval
  - Once eligibility is verified SIHA will issue a pre-approval to the applicant. This approval is not final. The final approval is dependent on the home passing a HUD Environmental Review.
- Environmental Review
  - The applicant's chosen home must pass an environmental review conducted by Spokane Indian Housing Authority. Inspections must be completed and approved prior to closing on a purchase. Should the homebuyer close prior to final approval, they must accept that they may be denied the assistance.
- Final Steps:
  - Once an environmental is approved, a final notice will be issued guaranteeing funds.
  - The homebuyer must meet with SIHA to sign:
    - Second Leasehold Mortgage
    - Promissory Note for Second Leasehold Mortgage
    - Affirmation of Primary Residence
    - Option To Purchase
    - Other (may be needed depending on the situation)
  - Funds will ONLY be issued to the Lender and are issued through the approved methods of the SIHA Finance Department's Policy.
  - SIHA will record these documents with the appropriate recording office
  - SIHA will verify residency annually over a 10-year period





# SPOKANE INDIAN HOUSING AUTHORITY

6403 Sherwood Addition Road, P.O. Box 195 Wellpinit, WA 99040  
(509) 818-1460 Fax (509) 258-7188

## Down Payment/Closing Cost Assistance Program

Down Payment Assistance is a program designed to assist Homebuyers. The funds are issued towards a down payment or closing costs. This is a grant program, and applicants will be required to provide all necessary information in order to determine if they qualify and establish what they qualify for. The application will be utilized to determine initial eligibility for a pre-approval. The application must be complete and signed by all individuals included on a home loan. False or incomplete information may result in denial of your application.

PERSONAL INFORMATION		
APPLICANT NAME (F,L,MI):		
CO-APPLICANT NAME (F, L, MI):		
MAILING ADDRESS:		
PHONE NUMBER (PRIMARY):		
PHONE NUMBER (SECONDARY):		
EMAIL ADDRESS:		
ELIGIBILITY INFORMATION		
Are you an enrolled member of the Spokane Tribe?	YES	NO
If yes, provide your enrollment number (include verification with your application)		
Are you a 1 <sup>st</sup> line descendent of the Spokane Tribe or an enrolled member of another Federally recognized tribe?	YES	NO
If yes, explain and provide verification.		
Do you have any unpaid debts owed to Spokane Indian Housing Authority (SIHA)?	YES	NO
If yes, how much and what is the debt from?		

**HOUSEHOLD COMPOSITION AND INCOME INFORMATION**

<b>NAME</b>	<b>RELATIONSHIP</b>	<b>INCOME SOURCE</b>	<b>AMOUNT OF INCOME</b>
1.	SELF		\$
2.			\$
3.			\$
4.			\$
5.			\$
6.			\$

**HOMEOWNERSHIP INFORMATION**

Have you applied for and been pre-approved for a home loan?		YES	NO
If yes, how much are you approved for (provide verification)?		\$	
Who is your lender (name & contact information)?			
Who is your realtor (name & contact information)?			
Do you intend on purchasing an existing home or new construction	EXISTING	NEW	
Do you intend to purchase on or off the Spokane Indian Reservation?	ON	OFF	
If you intend to purchase off the reservation, what county are you considering?			
If a new construction (on the reservation), have you applied for services through IHS for water & sewer installation?		YES	NO
If yes, what is the timeframe they (IHS) provided?			
Have you received authorization to install services from STOI Public Works?		YES	NO
Have you ever or are you currently taking a Homeownership Education Course?		YES	NO
If not, would you be interested in taking a course?		YES	NO
Have you, or anyone in your household, ever received Down Payment Assistance from SIHA in the past?		YES	NO
If yes, who and when?			

BY SIGNING THIS DOCUMENT, YOU ACKNOWLEDGE AND CERTIFY TO ALL (CHECKBOXES):

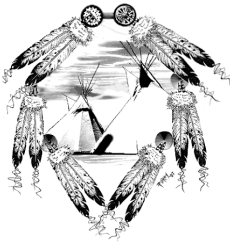
- I/We acknowledge that the Down Payment Assistance funds are to be utilized only for the purposes intended.
- I/We acknowledge that the program will require further documentation as the project progresses and I/We agree to keep SIHA informed all through the project. I/We further understand that failure to do so may result in a delay or denial of service.
- I/We acknowledge that the initial pre-approval is not a guarantee of funding and that there will be other needs before a final approval may be issued.
- I/We acknowledge not to proceed with a closure until SIHA completes an Environmental Review and the project is approved. I acknowledge that moving forward before receiving SIHA approval will negate the award and I/We will be responsible for all closing costs and down payment.
- I/We understand that there are regulations to receiving funds and I/We must be prepared for the project to take time and I/We must inform our lender/realtor/closing agent that they will need to proceed at SIHA's pace.
- I/We acknowledge it is a criminal offense to make willful false statements or misrepresentations and failure to complete and sign the application with required attachments, providing false statements, or failure to provide complete and truthful information related to my/our application may result in the delay of my/our eligibility approval, rejection of my/our application or eviction after tenancy.
- I/We understand that if I/we are rejected I/we have the right to appeal the decision within (10) days of the receipt of the rejection notice by submitting a written letter of grievance.

SIGNATURES AND DATES (REQUIRED). I/WE CERTIFY THE ACCURACY AND COMPLETENESS OF INFORMATION PROVIDED:

\_\_\_\_\_  
Applicant Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature \_\_\_\_\_  
Date





## SPOKANE INDIAN HOUSING AUTHORITY

6401 Sherwood Addition, P.O. Box 195  
Wellpinit, WA 99040  
(509) 258-4523 Fax (509) 258-7188

### RELEASE OF INFORMATION

I, \_\_\_\_\_ (print), authorize the Spokane Indian Housing Authority (SIHA) to request or provide information for the purpose of determining or re-evaluating my eligibility, safety, and compliance with SIHA. I also authorize the recipient of this release to freely provide information that may be pertinent to my housing/household eligibility, safety, and compliance.

I authorize the release of information between SIHA and:

- Spokane Tribal Housing Authority Board of Commissioners
- Spokane Tribal social service programs, including:
  - STOI 477
  - STOI HHS
  - STOI Senior Program
- Spokane Tribal Emergency Services, including:
  - STOI PD
  - STOI EMT
- Spokane Tribal Enterprise
- Spokane Tribal Casinos
- Landlord/Property Management Agency: \_\_\_\_\_
- SIHA Legal Representatives
- Bureau of Indian Affairs Realty
- Applicant Lenders
- Travois (SIHA Monitor)
- Other (must be specified)

A copy or scanned format of this release should be accepted as an original.

Applicant name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_