



Welcome to another great **Home Sweet Ogden** home!

This home has been remodeled by Ogden City.

This packet provides documents that must be included with an offer.

REPC & Contract Notes:

- **Buyers must be owner-occupants** and cannot exceed 80% of the area-wide median income.
- The seller is Ogden City.
- Earnest money must be at least \$500.
- The sales price is not negotiable.
- The city will provide a home warranty from First American, mark that it will be chosen, ordered and paid for by the seller for a cost of \$310.
- Once a complete offer is received it takes 3-5 business days for signatures, please plan accordingly.
- All homes are purchased as-is and the seller will NOT contribute any money to the buyers' closing costs in addition to the Own in Ogden funds.

Buyers MUST apply for **Own in Ogden** funds (up to \$5000). **Separate application included.**

When submitting an offer, you must include the following additional documents:

| Home Sweet Ogden | Own in Ogden |
|---|---|
| Home Sweet Ogden Application | Own in Ogden Application |
| Home Sweet Ogden Addendum | Own in Ogden Loan Commitment (signed & dated) |
| Income Verification (most recent federal tax return & 4 most recent pay stubs) | Income Verification (most recent federal tax return & 4 most recent pay stubs) |
| | Picture ID |
| | Lender Affidavit (signed & notarized) |

Offers will not be processed until a complete packet is received.

For additional information about Home Sweet Ogden & Own in Ogden, you may contact:

Bill Krill
williamkrill@ogdencity.com
 801-629-8945
 ogdencityhomes.com

Shanna Dayton
shannadayton@ogdencity.com
 801-629-8900
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Home Buyer Eligibility Criteria



Eligible Buyer - ACA:

- Individuals who have an income at or below 115% of the area median income adjusted by family size, as defined by the U.S. Department of Housing and Urban Development, for the fiscal year in which Ogden City is selling the home. Refer to the table below.
- The following are not eligible: Ogden City employees, elected or appointed officials or their spouses. HUD employees and members of congress and their spouses. The former owner who lost the home to foreclosure.
- In addition to the above, guidelines for funding used to repair the home may impose additional income restrictions. See Property Fact Sheet.

Eligible Buyer – Rehab & New:

- Individuals who have an income at or below 80% of the area median income adjusted by family size, as defined by the U.S. Department of Housing and Urban Development, for the fiscal year in which Ogden City is selling the home. Refer to the table below.
- In addition to the above, guidelines for funding used to repair or construct the home may impose additional income restrictions. See Property Fact Sheet.

Income: Buyer must be able to verify eligible income by providing a copy of the most recent household tax returns and the four most recent pay check stubs.

| INCOME GUIDELINES FOR HOME PURCHASE | | |
|--|-----------------------|----------------------|
| Household Size | 115% of Median | 80% of Median |
| 1 Person | \$62,848 | \$43,750 |
| 2 Persons | \$71,875 | \$50,000 |
| 3 Persons | \$80,845 | \$56,250 |
| 4 Persons | \$89,815 | \$62,500 |
| 5 Persons | \$97,003 | \$67,500 |
| 6 Persons | \$104,190 | \$72,500 |
| 7 Persons | \$111,378 | \$77,550 |
| 8 Persons | \$118,565 | \$82,500 |

Occupancy Requirement: Buyer must be an owner-occupant, and maintain the home as their primary residence for the period stated on the Property Fact Sheet. This will be either three years or five years, depending on the type of down payment financing provided (see below). This requirement is enforced by the terms of the down payment financing provided by HUD or Ogden City. If the buyer needs to move or sell before that time, then a portion of the down payment must be repaid. Otherwise, the down payment loan will be forgiven at the end of the required occupancy period.

Home Buyer Education: Prior to closing on the purchase, the buyer must successfully complete the home buyer education course “The Way Home” provided by USU Extension (801) 399-8207.

Application: Buyer must submit a Home Sweet Ogden application with all required attachments.

Sales Price:

- ACA: Contract Sales Price will be Fair Market Value of the property as determined by an appraisal obtained by the buyer’s lender.
- Rehab & New: Contract Sales Price will be the negotiated price as stated in the purchase contract.

Financing:

- Buyer must qualify for and provide a first mortgage. Prior to submitting an offer, buyer must obtain a pre-approval letter from a lender stating qualification for a mortgage sufficient to purchase the home.
- On selected ACA Homes, HUD will carry back a minimum of \$5,000 on a “Home Buyer Enforcement Note.” This is a no-interest loan applied to the Contract Sales Price, which is forgiven after three years of owner occupancy.
- Ogden City may provide up to \$5,000 towards down payment and closing costs, for qualified buyers. Separate program guidelines may apply. The buyer will be required to furnish a minimum of \$500 out-of-pocket.

2549 Washington Blvd Suite 120 Ogden, UT 84401 ▪ (801) 629-8940 ▪ <http://ogdencityhomes.com>

*For Accessibility & Language Assistance call (801) 629-8701 or visit <http://accessibility.ogdencity.com> TTY/TDD Relay Utah: 711 or 888.735.5906

Good Neighbor Next Door Eligibility Criteria



*The Good Neighbor Next Door Criteria only apply to ACA homes.

Eligible Buyer:

- Officer: A person employed full-time by a federal, state, county or municipal government, or a public or private college or university, and in carrying out such full-time employment, are sworn to uphold and make arrests for violations of federal, state, county, or municipal law.
- Teacher: Employed as a full-time teacher by a state-accredited public school or private school that provides direct services to students in grades pre-kindergarten through 12 in Ogden City.
- Firefighter/Emergency Medical Technician: A person employed full-time as a firefighter/emergency medical technician serving the area where the home is located.
- An Officer/Teacher/Firefighter/Emergency Medical Technician buyer must provide a letter from their employer to certify that they meet the definition of Good Neighbor Next Door.
- An eligible Officer/Teacher/Firefighter/Emergency Medical Technician can also be, or have a spouse that is, an Ogden City employee, appointed or elected official.
- The ACA program does not set income limits for eligible Good Neighbor Next Door buyers. However, guidelines for funding used to repair the home may set a limit of 80% of area median income, as determined by HUD.

Income: There are income limits only on specific homes. If income limits apply, then buyer must be able to verify eligible income by providing a copy of the most recent household tax returns and the four most recent pay check stubs.

| INCOME GUIDELINES FOR HOME PURCHASE | | |
|-------------------------------------|----------------|---------------|
| Household Size | 115% of Median | 80% of Median |
| 1 Person | \$62,848 | \$43,750 |
| 2 Persons | \$71,875 | \$50,000 |
| 3 Persons | \$80,845 | \$56,250 |
| 4 Persons | \$89,815 | \$62,500 |
| 5 Persons | \$97,003 | \$67,500 |
| 6 Persons | \$104,190 | \$72,500 |
| 7 Persons | \$111,378 | \$77,550 |
| 8 Persons | \$118,565 | \$82,500 |

Occupancy Requirement: Buyer must be an owner-occupant and maintain the home as their primary residence. The period of occupancy depends on the type of down payment financing used. This requirement is enforced by the terms of the down payment financing provided by HUD or Ogden City. If the buyer needs to move or sell before the terms of the down payment financing are met, then the down payment must be repaid in full.

Home Buyer Education: Prior to closing on the purchase, the buyer must successfully complete the home buyer education course “The Way Home” provided by USU Extension (801) 399-8207.

Application: Buyer must submit a Home Sweet Ogden application with all required attachments.

Sales Price: Contract Sales Price will be Fair Market Value of the property as determined by an appraisal obtained by the buyer’s lender.

Financing:

- Buyer must qualify for and provide a first mortgage. Prior to submitting an offer, buyer must obtain a pre-approval letter from a lender stating qualification for a mortgage sufficient to purchase the home.
- On selected ACA Homes, HUD will carry back a minimum of \$5,000 on a “Home Buyer Enforcement Note.” This is a no-interest loan applied to the Contract Sales Price, which is forgiven after ONE year of owner occupancy for Officer/Teacher buyers.
- Ogden City may provide up to \$5,000 towards down payment and closing costs, for qualified buyers. Separate program guidelines may apply. The buyer will be required to furnish a minimum of \$500 out-of-pocket.

Drawing Application



Drawing Date: _____
 (The first day of the general listing period)

House Address: _____

Applicant: _____
 (Print Name)

Address: _____

City: _____ State _____ ZIP _____

Home Phone: _____ Cell: _____ Work: _____

Mortgage pre-qualified with: _____

Agent Name: _____ Phone: _____

Lender's Phone: _____

* I certify that my household income is within the limits prescribed for this home as found on the Property Fact Sheet. I agree to provide verification of income if my application is accepted. Refer to the chart below:

| INCOME GUIDELINES FOR HOME PURCHASE | | |
|--|-----------------------|----------------------|
| Household Size | 115% of Median | 80% of Median |
| 1 Person | \$62,848 | \$43,750 |
| 2 Persons | \$71,875 | \$50,000 |
| 3 Persons | \$80,845 | \$56,250 |
| 4 Persons | \$89,815 | \$62,500 |
| 5 Persons | \$97,003 | \$67,500 |
| 6 Persons | \$104,190 | \$72,500 |
| 7 Persons | \$111,378 | \$77,550 |
| 8 Persons | \$118,565 | \$82,500 |

* If I am notified that my Drawing Application is at the top of the list, I agree to submit a full-price offer on a Real Estate Purchase Contract within two days. Failure to do so will result in the rejection of my Drawing Application.

* I agree to comply with all Home Sweet Ogden Program guidelines.

* I agree to submit only one Drawing Application per household.

 Applicant Signature Date

Home Purchase Checklist



Before Submitting an Offer

- Eligible Buyer:**
 - Determine if you are an eligible buyer. Refer to the Home Buyer Eligibility Criteria or Officer/Teacher Eligibility Criteria.
 - Officer/Teacher buyers must obtain a letter from their employer to certify that they meet the definition of Officer or Teacher.
 - Obtain income verifications – the most recent household tax returns and the four most recent pay check stubs.
 - Household income must be either 80% or 115% of median income as stated on the Property Fact Sheet for each property. Officers/Teachers may be exempt from income limits. See the Property Fact Sheet.

| INCOME GUIDELINES FOR HOME PURCHASE | | |
|--|-----------------------|----------------------|
| Household Size | 115% of Median | 80% of Median |
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| 6 Persons | \$104,190 | \$72,500 |
| 7 Persons | \$111,378 | \$77,500 |
| 8 Persons | \$118,565 | \$82,500 |

- Home Buyer Education:** Successfully complete the home buyer education course provided by USU Extension (801) 399-8207. If needed, this item may be completed before the purchase.
- Loan Pre-Approval:** Prior to submitting an offer, buyer must obtain a pre-approval letter from a lender stating qualification for a mortgage sufficient to purchase the home.
- Application Package:** Complete a Home Sweet Ogden Application, and attach the required items.

Submitting an Offer

- Properties will only be shown after the offer period begins. Buyer's may work with their real estate agent, or may contact the listing broker.
- Officer/Teacher Period:** Only offers from eligible Officer or Teacher buyers will be accepted for the first five business days of the offering period.
- Sales Price:**
 - ACA: Contract Sales Price will be Fair Market Value of the property as determined by an appraisal obtained by the buyer's lender. Enter the listing price, subject to final appraisal.
 - Rehab & New: Contract Sales Price will be negotiated between the buyer and Ogden City.
- Down Payment Financing:** Enter information provided on the Property Fact Sheet regarding HUD and/or Ogden City assistance. The HUD or Ogden City loan is a required part of the program, and cannot be deleted from the offer.
- Earnest Money:** The buyer is required to furnish a minimum of \$500 out of pocket towards the purchase.
- Addendum:** Complete and attach the required Addendum to the REPC which outlines the Home Sweet Ogden program guidelines and financial assistance to be provided.
- Application:** Attach the completed Home Sweet Ogden application, along with the required items.
- Submit Offers** to the listing broker

Offer Acceptance

- Officer/Teacher offers are accepted the first five business days of the offer period. If more than one eligible offer is received, then a drawing will be conducted to rank the offers.
- If multiple offers are received on the first business day of the general offering period, then a drawing will be conducted.
- Ogden City will allow only one chance per household per drawing.
- Thereafter, offers will be accepted on a first-come, first-served basis.

Down Payment Financing

- Refer to the Property Fact Sheet for down payment assistance information.
- If HUD carries back a "Home Buyer Enforcement Note," then no further application is required beyond the Home Sweet Ogden application. This assistance will be in the form of a minimum \$5,000 HUD loan.
- The Own-In-Ogden down payment program is available for qualified buyers. A separate application can be obtained by calling (801) 629-8940.

Closing Title Company: Ogden City will not conduct split closings. Ogden City will pay for Owner's Title Policy if closing occurs at Stewart Title Insurance Agency of Utah, Inc., 1592 South 500 West, Suite 100, Bountiful, UT 84010. (801) 292-3400. If Buyer chooses to use a different title company then it will be at the Buyer's expense.

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Home Sweet Ogden Application



APPLICANT INFORMATION

Applicant Name(s): _____

Present Address: _____

Home Phone: _____

Cell Phone: _____

E-mail: _____

Total Number in Household: _____

Ages: _____

Individual Gross Annual Income: (all members 18 years of age and older)

| | | |
|------------|--------------|----------|
| Name _____ | Source _____ | \$ _____ |
| Name _____ | Source _____ | \$ _____ |
| Name _____ | Source _____ | \$ _____ |
| Name _____ | Source _____ | \$ _____ |

Total Household Annual Income: \$ _____

(For each household member 18 years and older; attach recent federal tax return & two recent pay stubs from each income source)

- Are you a first-time home buyer? YES NO
- Do you anticipate your household composition changing in the next 12 months? YES NO
- Are you currently receiving subsidized housing benefits (rental assistance)? YES NO
- Are you a citizen or legal resident of the United States: YES NO
If legal resident, please provide tax id# _____

HOUSEHOLD INFORMATION

The following questions are for survey purposes only, however your response would help us evaluate the program.

Please select Ethnicity: Hispanic or Latino Yes No

Please select all that apply (Race): White Asian
 Black or African American Native Hawaiian or Other Pacific Islander
 Other American Indian or Alaska Native

Gender of Head of Household: Male Female Single Head of Household: Yes No

Age of Head of Household: Under 62 Over 62 Member of Household Disabled: Yes No

PROPERTY INFORMATION

Property Address: _____

Negotiated Purchase Price: \$ _____

Realtor: _____

Phone: _____

Lender: _____

Phone: _____

I hereby apply to purchase a home under the Home Sweet Ogden Program. I agree to comply with all terms and conditions outlined in the Real Estate Purchase Contract. I understand that failure to comply, or submission of false or misleading information may result in a rejection of this application. I also understand that I am not committed to buy the above-mentioned property. PENALTY FOR FALSE OR FRAUDULENT STATEMENT, U.S.C. Title 18, Section 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both."

Signed: _____

Date: _____

Signed: _____

Date: _____

Required Attachments:

- Income Verification (most recent federal tax return and four most recent pay check stubs)**
- Officer/Teacher Employment Verification (if applicable)**
- Home Buyer Education Completion Certificate (may be completed before closing on the purchase)**

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- 1st Mortgage Pre-Approval Letter

Addendum to Real Estate Purchase Contract Home Sweet Ogden Program



This is an Addendum to that Real Estate Purchase Contract (REPC) with an Offer Reference Date of _____, between _____ as Buyer, and Ogden City Corporation as Seller, regarding the property located at _____. The following terms are hereby incorporated in the REPC:

Agreement

The Buyer certifies that the information provided to the Seller herewith is accurate, and that the Buyer will comply with all Home Sweet Ogden guidelines noted below. Seller agrees to provide financing shown below, subject to Buyer's full disclosures and qualification for said financing.

Property Type (check one)

- ACA: Asset Control Area home. A former HUD foreclosure, remodeled by Ogden City.
 Rehab: Non-ACA home, acquired by Ogden City and remodeled.
 New: a home, newly constructed by Ogden City.

Income Cap (check one)

- 115% of Area Median
 80% of Area Median
 None
- Buyer certifies that combined gross annual income of all household members 18 years or older does not exceed the stated maximum. Refer to the following chart:

| INCOME GUIDELINES FOR HOME PURCHASE | | |
|-------------------------------------|----------------|---------------|
| Household Size | 115% of Median | 80% of Median |
| 1 Person | \$62,848 | \$43,750 |
| 2 Persons | \$71,875 | \$50,000 |
| 3 Persons | \$80,845 | \$56,250 |
| 4 Persons | \$89,815 | \$62,500 |
| 5 Persons | \$97,003 | \$67,500 |
| 6 Persons | \$104,190 | \$72,500 |
| 7 Persons | \$111,378 | \$77,550 |
| 8 Persons | \$118,565 | \$82,500 |

Occupancy Period (check one)

- Note: Buyer agrees to initial occupancy of the property as their principal place of residence. Occupancy periods below are enforced by the terms of HUD Carry-back financing. This occupancy period applies only to HUD Carry-back financing. This occupancy period does not apply to the Own-In-Ogden program.
- One year: ACA homes Officer and Teacher buyers only with HUD Carry-back financing.
 Three years: ACA homes with HUD Carry-back financing.
 N/A: ACA home with no HUD Carry-back financing. However, initial owner-occupancy required.
 N/A: Not an ACA home. However, initial owner-occupancy required.

Purchase Financing Assistance

- Note: Purchase Financing Assistance as checked below cannot be deleted from the offer. A minimum of \$500 buyer's out-of-pocket is required. No cash to buyer at closing.
- Note: If the Buyer's lender's appraisal is \$5,000 or more above the Purchase Price, the purchase price will be adjusted to equal the appraised value, and HUD will carry back the difference between the original purchase price and the adjusted purchase price. Refer to terms listed under HUD Carry-back item below.

HUD Carry-back: HUD will carry back a portion of the sales price as a second mortgage in the following amount \$_____. As long as the Buyer maintains the home as his/her principal place of residence, and otherwise complies with the terms of the loan, the balance due on the loan will be reduced by one third each year, such that the balance after three years of residency will be reduced to zero. For eligible Officer or Teacher buyers, the balance is reduced to zero after one year.

Ogden City Carry-back: Ogden City will carry back a portion of the sales price as a second mortgage in the following amount \$_____, with the following terms:

City-paid Closing Costs: Ogden City will pay up to \$3,000 towards buyer's closing costs. The buyer will be required to furnish a minimum of \$500 out-of-pocket.

N/A: Purchase Financing Assistance is not required.

Own-In-Ogden Assistance: \$3,000 or \$5,000 loan to be applied towards down payment and closing costs. A separate application is required, and must be submitted to Ogden City Community Development by the loan application deadline stated in this REPC. Buyer understands any Own-in-Ogden assistance conferred to the buyer under this agreement shall be repaid in full in the event of sale or refinance. To obtain the Own-In-Ogden assistance, Ogden City and Buyer will enter into a loan agreement pursuant to the regulations of the U.S. Department of Housing and Urban Development Home Investment Partnerships Program, 24 CFR Part 92, hereinafter "HOME Program." The HOME Program mandates that Ogden City and the Buyer comply with certain requirements to ensure that the HOME-assisted housing meets affordability requirements for a minimum period of five years. This is referred to as the "Period of Affordability." The Home Affordability Agreement which enforces these provisions will be signed at closing.

Seller Warranties

Buyer acknowledges and agrees that the warranties contained in Section 10 of the REPC are limited as follows:

10.1 Home Warranty Plan: Seller will provide a one-year Home Warranty Plan, ordered by the Seller, from First American Home Warranty. The Seller's allowance for this Warranty is up to \$310.

10.2. Condition of Property: Property is sold in as-is condition. Seller shall warrant to Buyer at closing that the repairs performed by Seller will be free from defects in workmanship for a period of one year from the date of closing on the purchase by Buyer. The Warranty will include a listing of said repairs.

10.3. Condition of Property: Paragraph (b) is deleted. Ogden City will not provide as a Seller Disclosure under Section 7 of the REPC, a Seller Property Condition Disclosure form because Seller has insufficient current personal knowledge regarding the physical condition of the Property. Seller represents that Seller has never occupied the property.

Closing Title Company: Ogden City will pay for Owner's Title Policy if closing occurs at Stewart Title Insurance Agency of Utah, Inc., 1592 South 500 West, Suite 100, Bountiful, UT 84010. (801) 292-3400. If Buyer chooses to use a different title company then it will be at the Buyer's expense.

Application Package

Attached hereto and made a part hereof, is the following Application Package:

- [] Home Sweet Ogden Application
- [] Income verification in the form of the most recent household federal income tax return and four most recent pay check stubs from all household members 18 years or older.
- [] Officer/Teacher Eligibility Verification: Letter from employer verifying that an Officer or Teacher buyer meets the definition of an eligible Officer or Teacher.
- [] Home Buyer Education Completion Certificate indicating successful completion of home buyer education course with USU Extension Services. (This item should be completed prior to closing).
- [] Pre-approval Letter from buyer's first mortgage lender.

Buyer Signature

Date

Seller Signature

Date

Verification of Employment



AUTHORIZATION: Federal Regulations require us to verify Employment Income of all members of the household applying for participation in the HOME Program which we operate and to re-examine this income periodically. We ask your cooperation in supplying this information. This information will be used only to determine the eligibility status and level of benefit of the household.

Your prompt return of the requested information will be appreciated. A self-addressed return envelope is enclosed.

RELEASE: I hereby authorize the release of the requested information:

Signature of Applicant & Date

or a copy of the executed "HOME Program Eligibility Release Form," which authorizes the release of the information requested, is attached.

WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government

Employed since: _____

Occupation: _____

Salary: _____

Effective date of last increase: _____

Base pay rate:

\$ _____ Hour/ Week/ Month (circle one)

Average hours/week at base pay rate: _____ hrs.

Number weeks worked per year _____

Overtime pay rate: \$ _____ /Hour

Expected weekly average number of hours overtime to be worked during next 12 months: _____

Any other compensation not included above (specify for commissions, bonuses, tips, etc.):

For: _____

\$ _____ per _____

Is pay received for vacation? _____

If yes, number of days per year. _____

Total base pay earnings for past 12 months.

\$ _____

Total overtime earnings for the past 12 months.

\$ _____

Probability and expected date of any pay increase:

Does the employee have access to a retirement account _____?

If YES, what amount can they get access to?

\$ _____

Signature of Employer Date

Title Telephone

Company/Agency Name

HOME Program Eligibility Release Form



Purpose: Your signature on this HOME Program Eligibility Release Form, and the signatures of each member of your household who is 18 years of age or older, authorizes the above-named organization to obtain information from a third party relative to your eligibility and continued participation in the:

- HOME TBRA Program
- HOME Homebuyer Program
- HOME Rental Rehabilitation Program
- HOME Homeowner Rehabilitation Program

Privacy Act Notice Statement: The Department of Housing and Urban Development (HUD) is requiring the collection of the information derived from this form to determine an applicant's eligibility in a HOME Program and the amount of assistance necessary using HOME funds. This information will be used to establish level of benefit on the HOME Program; to protect the Government's financial interest; and to verify the accuracy of the information furnished. It may be released to appropriate Federal, state, and local agencies when relevant to civil, criminal, or regulatory investigators, and to prosecutors. Failure to provide any information may result in a delay or rejection of your eligibility approval. The Department is authorized to ask for this information by the National Affordable Housing Act of 1990.

Instructions: Each adult member of the household must sign a HOME Program Eligibility Release Form prior to the receipt of benefit. Tenants in HOME-assisted rental units must sign on an annual basis to establish continued eligibility, and additional signatures must be obtained from new adult tenants whenever they join the household or whenever members of the household become 18 years of age.

Note: This general consent may not be used to request a copy of a tax return. If a copy of a tax return is needed, IRS form 4506, "request for copy of tax form" must be prepared and signed separately.

Information Covered: Inquiries may be made about items initiated by applicant/tenant.

| | Verification Required | Initials |
|--|-----------------------|----------|
| Income (all sources) | | |
| Assets (all sources) | | |
| Child Care Expense | | |
| Handicap Assistance Expense (if applicable) | | |
| Medical Expense (if applicable) | | |
| Other (list) | | |
| Dependent Deduction <input type="checkbox"/> Full-Time Student <input type="checkbox"/> Handicap/Disabled <input type="checkbox"/> Family Member <input type="checkbox"/> Minor Children | | |

Authorization: I authorize the above named HOME Participating Jurisdiction and HUD to obtain information about me and my household that is pertinent to eligibility for participation in the HOME Program.

I acknowledge that:

A photocopy of this form is as valid as the original.

I have the right to review the file and the information received using this form (with a person of my choosing to accompany me).

I have the right to copy information from this file and to request correction of information I believe inaccurate.

All adult household members will sign this form and cooperate with the owner in this process.

Signatures:

Family Member Head

Printed Name

Signature & Date

Adult Family Member #2

Printed Name

Signature & Date

Adult Family Member #3

Printed Name

Signature & Date

Adult Family Member #4

Printed Name

Signature & Date

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