

VIA CDC'S TURNKEY PROGRAM

www.viacdc.org



[VIA's Turnkey Program](#) homes are a little unique. The seller is a nonprofit community development corporation who invested special funding for affordable housing, granted through the City of Milwaukee.

To purchase a Turnkey Renovation Program Early Childhood Educator home, the buyer must:

- Work as a Early Childhood Educator in the City of Milwaukee
- Become an owner-occupant, not a landlord or investor. The buyer must commit to live in the house as their primary residence for a determined length of either 5, 10, or 15 years. If the buyer sells the house within the determined length of years, any appreciation must be shared with the City of Milwaukee.
- Meet the income eligibility requirements of the City of Milwaukee Community Development Grants Administration, HOME program. Buyer must demonstrate that at the time of purchase, the buyer's total household income does not exceed 80% of the Area Median Income (see chart at bottom of page).
- Submit the following with any offer (a buyer's homeownership counseling agency may be able to help complete these forms)
 - Home Funds Addendum H
 - Written lender pre-approval for buyer's financing
 - Certificate of 8 hours of HUD approved Homebuyer Counseling
 - Subordination Policy Acknowledgment
 - Income Certification Worksheet (HPG-17)
 - Certification of Household Size and Income (HPG-18)
 - Buyers Household List – Age & DOB
- Within 5 days of the acceptance of the offer, the buyer must provide all necessary income documentation requested (we recommend submitting the forms with your offer and gathering the supporting documentation which will be requested upon acceptance, such as tax returns, bank statements and pay stubs).

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[VIA's Turnkey Program](#) nuestras casas son especiales. El vendedor es una organización de desarrollo comunitario sin fines de lucro que invierte fondos especiales para viviendas asequibles, otorgados a través de la ciudad de Milwaukee.

Para comprar una casa del Programa de Renovación Llave en Mano, el comprador debe:

- Work as a Early Childhood Educator in the City of Milwaukee
- Trabajar como educadora de primera infancia en la ciudad de Milwaukee
- Convertirse en propietario-ocupante, no en arrendatario o inversor. El comprador debe comprometerse a vivir en la casa como su residencia principal por un período determinado de 5, 10 o 15 años. Si el comprador vende la casa dentro del período determinado de años, cualquier beneficio debe compartirse con la Ciudad de Milwaukee.
- Cumplir con los requisitos de elegibilidad de ingresos del Departamento de Administración de Subvenciones para el Desarrollo Comunitario de la Ciudad de Milwaukee, programa HOME. El comprador debe demostrar que, en el momento de la compra, el ingreso familiar total del comprador no excede el 80% del ingreso medio del área (consulte la tabla al final de la página).
- Envíe lo detallado a continuación con su oferta (la agencia de asesoría de vivienda para comprador puede ayudar a completar estos formularios)
 - Addendum H sobre fondos de vivienda
 - Aprobación previa por escrito del prestamista para el financiamiento al comprador
 - Certificado de 8 horas de asesoramiento para compradores de vivienda aprobado por HUD
 - Reconocimiento de la política de subordinación
 - Tabla de certificación de ingresos (HPG-17)
 - Certificación de tamaño e ingresos del hogar (HPG18)
 - Lista de integrantes del hogar del comprador: edad y fecha de nacimiento
- Dentro de los 5 días posteriores a la aceptación de la oferta, el comprador debe completar la HPG-18 y proporcionar toda la documentación de ingresos necesaria solicitada (recomendamos enviar los formularios con su oferta y recopilar la documentación de respaldo que se solicitará al momento de la aceptación, como declaraciones de impuestos, extractos bancarios y recibos de pago).

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Buyer Requirements



Docs Required with Offer to Purchase

1. Home funding "[Addendum H](#)" - acknowledgement of program requirements
2. Written lender pre-approval for buyer's financing
3. Certificate of 8 hours of HUD approved [Homebuyer Counseling](#)
4. [Subordination Policy](#) initials of buyer on policy
5. [Subordination Policy Acknowledgement](#)
6. [Buyer Household List - Age & DOB](#)
7. [Income Certification Worksheet \(HPG-17\)](#) - VIA submit [HUD Income Calculation](#) with HPG-17
8. [Certification of Household Size and Income \(HPG-18\)](#)

Documentation Required from Buyer after Accepted Offer

Within **5 days** of accepted offer, buyer must provide all necessary income documentation

1. Proof of Early Childhood Education employment.
2. Copy of Buyer's driver's license or state issued ID.
3. Most recent pay stubs for all employed household members 18 and older (5 bi-weekly pay stubs or 9 weekly or 3 months).
4. Provide documentation for any household member receiving the following income:
 - a. unemployment, social security, pension, annuity and retirement accounts.
 - b. Any household member (18 or older) who has zero income must complete a **Financial Disclosure Form** (provided by seller) and have the form notarized to verify that the individual/s receive no income. If the household has two adults without income, both adults must complete the Financial Disclosure Form and have it notarized.
5. If child support is received, documentation of the amount is required.
6. Most recent 2 months of statements from all asset accounts (bank accounts, dividend statements, pension, annuity and retirement accounts).
7. Most recent tax return including W-2 forms for everyone over age 18 and older who will live in the property.

***10 days before the closing date, buyer to submit copy of buyer appraisal to seller. CDGA city office must review the buyer appraisal and provide a Regulatory/Covenant Agreement for closing. An appraisal submitted less than 10 days from closing may **delay the closing**.

After an Offer to Purchase is accepted, buyer or a buyer representative can contact Johnny D'Agostino johnny@viacdc.org directly for questions regarding documentation requirements.

Homebuyer Certification Programs

Organizations Providing 8 Hour HUD Certified Homebuyer classes:

United Community Center

1028 S 9th St, Milwaukee, WI 53204

(414) 384-3100

Free Two Part Homebuyer Seminars provided monthly

Housing Resources Inc.

8 hour course is \$100 in person and online

(414) 461-6330

Two locations for homebuyer counseling: 7830 W Burleigh St and 1615 S 22nd St
(Spanish & English)

Acts Housing

414-933-2215

www.actshousing.org

Online for \$100 (sometimes the online course is discounted for \$25)



HOME FUNDS ADDENDUM “H”

1. Buyer acknowledges that Seller has invested City of Milwaukee HOME funds in the rehabilitation or construction of the subject property located at: _____, Milwaukee, Wisconsin.
2. Buyer acknowledges that they must meet household income eligibility requirements of the City of Milwaukee Community Development Grants Administration (CDGA) program and is aware that their annual income may not exceed 80 percent of County Median Income, as adjusted by the U. S. Department of Housing and Urban Development.
3. Buyer agrees to provide Seller with documentation that verifies Buyer’s income is less than 80 percent of County Median Income within five (5) days of Seller’s acceptance of this offer to purchase.
4. Buyer certifies that they are purchasing the subject property with the intent of becoming an owner-occupant and that the subject property will serve as their principal residence for a period of 5, 10, or 15 years.
5. At least 10 days before the closing date, buyer must submit a copy of buyer appraisal to seller. As a city funded renovation project, CDGA must review the appraisal and draft a Regulatory and Covenant Agreement for the closing. An appraisal submitted less than 10 days from closing may delay the closing.
6. Five days of accepted offer, buyer to submit all requested income documentation from the document named “Buyer Requirements”

Buyer(s)

I/We certify that I/we have read and understand this HOME Funds Addendum and agree to comply with the terms herein.

Printed Buyer Name

Date

Buyer Signature

Printed Buyer Name

Date

Buyer Signature

Drafted by the Milwaukee Community Development Grants Administration and Layton Boulevard West Neighbors

**CITY OF MILWAUKEE
COMMUNITY DEVELOPMENT GRANTS ADMINISTRATION
SUBORDINATION POLICY**

The City of Milwaukee Community Development Grants Administration (CDGA) will consider requests for subordination only for the following eligible purposes:

1. Refinance an existing mortgage to obtain a reduced (fixed) interest rate resulting in a lower monthly payment for the borrower.
2. Refinance an existing mortgage to obtain a comparable (fixed) interest rate with extended payment terms resulting in a lower monthly payment for the borrower.
3. Obtain a home equity loan for the sole purpose of rehabilitating the borrower's primary residence (see guidelines below).
4. Refinance an existing mortgage as necessary to halt foreclosure proceedings by a lender or halt tax deed proceedings by the City of Milwaukee or Milwaukee County.
5. Refinance to pay for documented medical emergencies not covered by insurance.

It is the duty of the CDGA to manage its loan portfolio in a responsible manner and not subject tax dollars to unnecessary risk. As such, the CDGA will **not** consider requests to subordinate for Reverse Mortgages including Home Equity Conversion Mortgages (called HECMs), lines of credit or for the consolidation of consumer debt, such as credit cards, vehicles, or other "cash to homeowner" transactions. Nor will CDGA agree to subordinate in a transaction where the Loan to Value ratio (including City dollars) exceeds 100 percent of the appraised property value.

The CDGA staff will verify that the real estate taxes are current for the property. Owners with delinquent property taxes will be denied.

Subordinations are limited to once every five (5) calendar years. Any exceptions to this policy will be reviewed on a case-by-case basis.

All requests for subordination must include the following documents (requests will not be processed until all required documents are received):

- 1) A signed statement from the homeowner(s) requesting that the City subordinate its liens(s) to a new mortgage and stating the purpose of the new loan.
- 2) A complete copy of the appraisal performed on the subject property. Appraisals must be performed by a Wisconsin certified appraiser and contain the appraiser's URA certification number.
- 3) Photocopy of the borrower's completed and signed loan application.
- 4) Good Faith Estimate, signed by the borrower, identifying all closing costs as well.
- 5) Copy of letter report or title commitment.
- 6) Copy of payoff statement from current lender.
- 7) If performing rehabilitation activities, copies of scopes of work and contractor estimates for all work to be completed with the loan proceeds. Funds utilized for repair work must be escrowed with and paid with two party checks.
- 8) **A copy of Closing/Settlement Statement (HUD I) will be required prior to Subordination Agreement being executed.**

Subordination requests should be sent to:

CDGA Housing Program Officer
200 East Wells Street, Room 606
Milwaukee, Wisconsin 53202

Please allow 7-10 working days for your request to be processed. Upon approval, the CDGA will draft and forward an executed subordination agreement to the borrower, or their agent. However, all filing costs associated with this document shall be the responsibility of the borrower.

** All requests will be reviewed for generally accepted indicators of predatory lending practices.*

Buyer Signature:

**CITY OF MILWAUKEE – CDGA
SUBORDINATION POLICY ACKNOWLEDGEMENT**

Regarding the property located at:

_____ Milwaukee, WI _____.

The rehabilitation or construction of this property has been assisted with funds provided by the City of Milwaukee Community Development Grants Administration. In order to enforce the terms of this assistance, a security instrument (mortgage or covenant) will be filed against this property. This document may affect your ability to refinance or obtain a home equity loan during the enforcement period. Please read the attached Subordination Policy for additional information.

I hereby acknowledge receipt of the City of Milwaukee Subordination Policy:

Buyer Signature

Date

Buery Signature

Date



Household List

Address of Property being purchase:

Program: Turnkey Program

	Name	Date of Birth	Age
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Buyers Name:

Buyers Current Address:

Buyers Signature: Date:

Income Certification Worksheet (HPG-17) Census Long Form

Date: _____
 Name: _____
 Property Address: _____

Anticipated Annual Income



Household Member	a. Wages / Salaries	b. Business Income	c. Interest / Dividends	d. Benefits / Pensions	e. Public Assistance	f. Other Income
Totals	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS a. through f. This is Annual Income						\$0

Household size

Income Limit (80% CMI)

Annual Income from worksheet above

Household Qualifies YES NO

I certify that my current household size and income level is accurately reported above. Reportable income includes wages, salaried, pensions, child support, rental income and investment income. I am providing this information because I am seeking assistance from a government-funded agency. I understand that this information is subject to verification by an authorized government official. Any false or misleading statements shall be grounds for cessation of benefits or repayment of the assistance received.

 Client Signature / Date

 Agency Signature / Date

NOTE TO AGENCY: *Attach copies of supporting documentation to this worksheet. Clients must be recertified if more than six months has passed from date of initial certification. Supporting documentation must include: current payroll stubs, employer verification of income statement, bank account statements, and statements of benefits from other government agencies*

HPG 18 CERTIFICATION OF HOUSEHOLD SIZE AND INCOME



(For CDGA Funded Housing Programs)

AGENCY NAME: VIA CDC (Sustainable Development LLC) PROGRAM: Turnkey Renovation Program

SECTION I (to be Completed by City Staff or Housing Agency)

Owner's (Buyer's) Name (please print):

Property Address to purchase: Unit: n/a of n/a
(Complete one form for each assisted unit)

Tenant's Name (please print): n/a
(If no rental unit(s) indicate N/A)

The following information is required because this program is funded in whole or in part through the City of Milwaukee Community Development Grants Administration. The City of Milwaukee requires that we verify the income of all clients we serve to ensure program eligibility.

1. Certification of Household Size and Income

MY CURRENT HOUSEHOLD SIZE AND INCOME LEVEL IS CIRCLED BELOW: **(VIA staff to circle below)**. Reportable income includes wages, salaries, pensions, child support, rental income, and investment income. All persons (related or unrelated) residing in the household must be counted.

I understand that this information is subject to verification by authorized government officials. Any false or misleading statements shall be grounds for the cessation of benefits and may result in the repayment of all monetary benefits received through this program.

Income Limits: (Effective Date: June 15th, 2022)

Number in Household	Extremely Low ¹ Income Level	Very Low ² Income Level	Low ³ Income Level	Non Low Moderate Income Level
1	< \$19,850	\$19,851 - 33,050	\$33,051 - 52,850	Over \$52,850
2	< \$22,650	\$22,651 - 37,800	\$37,801 - 60,400	Over \$60,400
3	< \$25,500	\$25,501 - 42,500	\$42,501 - 67,950	Over \$67,950
4	< \$28,300	\$28,301 - 47,200	\$47,201 - 75,500	Over \$75,500
5	< \$30,600	\$30,601 - 51,000	\$51,001 - 81,550	Over \$81,550
6	< \$32,850	\$32,851 - 54,800	\$54,801 - 87,600	Over \$87,600
7	< \$35,100	\$35,101 - 58,550	\$58,551 - 93,650	Over \$93,650
8	< \$37,400	\$37,401 - 62,350	\$62,351 - 99,700	Over \$99,700

Number in Household:

Household Income (include all income of any household member 18 years and older):

¹ Extremely Low Income Level. As defined by HUD, this income level is at or less than 30% of County Median income.

² Very Low Income Level. As defined by HUD, this income level is between 31% and 50% of County Median income

³ Low Income Level. As defined by HUD, this income level is between 51% and 80% of County Median income

2. Homebuyer Counseling

I have received the following homebuyer counseling (select all that apply)

No Counseling Pre-Purchase Counseling
 Post Purchase Counseling Both

3. Prior Housing

I previously resided in subsidized housing Yes No

4. First Time Home Buyer Certification Select one:

I am am not a First-Time Homebuyer in accordance with the following definition:
"A first-time homebuyer is an individual and his or her spouse who have not owned a home during the three year period prior to purchase of a home with assistance under ADDI. The term first-time homebuyer includes displaced homemakers and single parents as defined in Title I of the Cranston-Gonzalez National Affordable Housing Act."

The information below is requested by the U.S. Department of Housing and Urban Development for beneficiary tracking purposes. **You are not required to complete this information as a condition of receiving assistance.** However, program staff must complete this information, based on their own observations, should you decline.

5. Gender: Male Female **6. Head of Household:** Yes No

7. Race:

- | | |
|---|---|
| <input type="checkbox"/> White | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Asian | <input type="checkbox"/> American Indian/Alaskan Native |
| <input type="checkbox"/> Native Hawaiian/Other Pacific Islander | <input type="checkbox"/> American Indian/Alaskan Native & White |
| <input type="checkbox"/> Asian & White | <input type="checkbox"/> Black/African American & White |
| <input type="checkbox"/> Am. Indian/Alaskan Native & Black/African American | <input type="checkbox"/> Other Multi-Racial (Multi) |

8. Ethnicity (select one of the following):

Hispanic Non-Hispanic

Client Name: Phone No.

Address:

Client Signature: Date:

CERTIFICATION OF HOUSEHOLD SIZE AND INCOME

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(By signing, the program participant certifies that the above information is true and correct and that he/she understands that the information listed on this form may be subject to verification by the City of Milwaukee and the U.S. Department of Housing & Urban Development).

Signature of Agency (VIA) Representative: _____ Date: _____

NOTE TO AGENCY: This form and proof of income (copies of tax returns, check stubs, W-2 forms, SSI Statements, and other income source documentation) must be retained in the project file and available for review at the request of the City of Milwaukee and U.S. Department of Housing and Urban Development.

The Client is the household that is occupying the assisted housing unit(s) whether an owner or tenant.