

# The City of Wilmington



## Employee Homebuyer Assistance Program Overview

The City of Wilmington Employee Homebuyer Assistance Program is a program whereby a City of Wilmington employee can earn up to \$4,000 in down payment and settlement assistance toward the purchase of a home within the City of Wilmington boundaries by meeting the requirements under the City of Wilmington.

The City of Wilmington has allocated funding of its own to further assist its employees to buy a home in the City, if employees meet the City's requirements outlined on its application form up to \$4,000 (not to exceed down payment and settlement costs).

### Procedures:

1. Apply for the program by completing application form. **Forms are available in the Real Estate & Housing Department (REH), 7th floor of the City/County Building, 576-3000 or through the Department of Human Resources.**
2. Completed applications should be submitted to City of Wilmington REH, Attention: Sharmon A. Bowknight (576-3025)
3. Real Estate and Housing will submit the completed application to the City's Department of Human Resources for employment verification.
4. A copy of the approval application will be given to employees who are then responsible for completing program requirements and submitting required information to Sharmon A. Bowknight.
5. Employees should begin the required steps in finding a house, beginning with enrolling in a housing counseling program. (If employee seeks a waiver from housing counseling due to current homeownership, documentation of such ownership must be submitted to Sharmon A. Bowknight.)
6. Employees **MUST** take eligibility forms to the approved lenders to determine source of projected funding assistance, giving loan officers Sharmon's phone number contact.
7. Employee **MUST** keep Sharmon informed of status in completing requirements and going to settlement to assure that funding is available for settlement.
8. Request for funds must be submitted at least five days before settlement.

**All funding is subject to availability, as outlined on the application forms.**

# City of Wilmington



**MICHAEL S. PURZYCKI**  
Mayor

## **CITY OF WILMINGTON EMPLOYEE HOMEBUYER ASSISTANCE PROGRAM Employer Acceptance Form**

**Name of Company:** City of Wilmington

**Funding Available:** Up to \$4,000 per household total (but not to exceed actual down payment and closing costs), as follows:

### **Requirements:**

- All participants must be City of Wilmington employees who have completed their probationary period.
- Employees must provide a minimum of \$1,000 cash contribution toward the transaction.
- The home must be maintained as a primary residence for 5 years.
- All properties must be located within the City of Wilmington boundaries.
- Participants must complete Homeownership Counseling.
  - (This can be waived for prior homeownership within the last three years.)
- Funding is subject to availability.
- Funding is reserved for applicant for six months, effective the date of signing by the authorizing representative (final date below). Applicant must re-apply if reservation period has expired.
- Applicants may receive funding only once in a five-year period.

***The award is taxable; recipients will receive 1099's from the City for its grant amount.***

**Employee's Current Information:** City Department: \_\_\_\_\_

Print Name: \_\_\_\_\_ Sign Name: \_\_\_\_\_

SS#: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home e-mail: \_\_\_\_\_

Phone: \_\_\_\_\_ (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell)

Work e-mail: \_\_\_\_\_

### **Human Resources Verification:**

Date Hired: \_\_\_\_\_ Employee's Department: \_\_\_\_\_ Active Employee: Yes / No

Director of Human Resources Signature: \_\_\_\_\_ Date \_\_\_\_\_

***The Company above hereby agrees to provide local financial assistance pursuant to signatures below:***

### **Real Estate and Housing Verification:**

Director of Real Estate and Housing Signature: \_\_\_\_\_ Date \_\_\_\_\_

The Live Near Your Work (LNYW) program provides employees of participating employers with a grant up to \$4,000 towards the purchase of a home near their place of employment.

**INCOME LIMITS**

<b>County</b>	<b>1 or 2 Person Households</b>	<b>3 or More Person Households</b>
New Castle	\$85,275	97,500

**SALES PRICE LIMITS**

<b>County</b>	<b>Purchase Price</b>
New Castle	\$387,692

**HOMEOWNERSHIP EDUCATION & HOUSING COUNSELING**

Completion of a HUD-approved Homeownership Education/Housing Counseling course is required.

**ELIGIBLE FIRST MORTGAGE TYPES**

The mortgage must be a fixed rate and there can be no cash out or back to borrower.

**ELIGIBLE PROPERTY TYPES**

The property must be a 1-unit home and must be within the City of Wilmington boundaries.

**STATE CERTIFICATED HOUSING COUNSELING AGENCIES**

These agencies provide one-on-one homeownership counseling.

<i>Agency</i>	<i>Address</i>	<i>Telephone</i>
<b>First State Community Action Agency, Inc.</b>	<b>308 North Railroad Avenue, Georgetown, DE 19947 655 South Bay Road, Suite 4J, Dover, DE 19901 Rosehill, 19 Lambson Lane, Suite 8, New Castle, DE 19720</b>	<b>302-856-7761 302-674-1355 302-498-0454</b>
<b>Hockessin Community Center</b>	<b>4266 Millcreek Road, Hockessin, DE 19707</b>	<b>302-239-2363</b>
<b>Housing Opportunities of Northern Delaware, Inc.</b>	<b>100 West 10<sup>th</sup> Street, Suite 1004, Wilmington, DE 19801</b>	<b>302-429-0794</b>
<b>Interfaith Community Housing Delaware, Inc.</b>	<b>2 South Augustine Street, Newport, DE 19804 20 Patrick Henry Lane, Milford, DE 19963</b>	<b>302-995-7428 302-424-4650</b>
<b>NCALL Research, Inc.</b>	<b>363 Saulsbury Road, Dover, DE 19904 501 Ogletown Road, Room 325, Newark, DE 19711 110 S. Bedford Street, Georgetown, DE 19947</b>	<b>302-678-9400 302-283-7505 302-855-1370</b>
<b>Neighborhood House, Inc.</b>	<b>1218 B Street, Wilmington, DE 19801 219 West Green Street, Middletown, DE 19709</b>	<b>302-652-3928 302-378-7217</b>
<b>West End Neighborhood House, Inc.</b>	<b>710 N. Lincoln Street, Wilmington, DE 19805</b>	<b>302-658-4171</b>
<b>YWCA Delaware Homeownership Education</b>	<b>153 E. Chestnut Hill Road, Suite 102, Newark, DE 19713</b>	<b>302-224-4060</b>