



## DANE COUNTY HOUSING AUTHORITY

2001 W. Broadway, Suite #1, Monona, WI 53713-3707  
PH: 608/224-3636 ■ FAX: 608/224-3632

### Down Payment and Closing Cost Program Homebuyer Application

In order to process your request for down payment and/or closing cost assistance toward your home purchase, you must complete the following application, including attachments, and provide a pre-approval letter from your lender. Your application will be reviewed once all documents including your pre-approval letter have been received. After we have received and reviewed all required information we will schedule a one-on-one meeting to review your eligibility. Once deemed eligible, you will receive a DCHA commitment letter, which tells you that we have earmarked funds in your name toward your home purchase.

APPLICANT:

First Name \_\_\_\_\_ Last name \_\_\_\_\_

Social Security #/DOB \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

CO-APPLICANT:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Social Security #/DOB \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

How many people are in your household? \_\_\_\_\_

Are you a single parent? YES \_\_\_\_\_ NO \_\_\_\_\_





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Have you purchased or owned a home in the last three years? YES\_\_\_\_\_ NO\_\_\_\_\_

What is the total gross (before taxes) yearly income for the household?\_\_\_\_\_

Can you contribute one percent of the purchase price from your own funds to buy a home? YES\_\_\_\_\_ NO\_\_\_\_\_

For example, if the purchase price is \$175,000, you must contribute at minimum \$1,750 to the transaction. Note: You may be required to bring additional funds depending on the loan your obtaining from the lender. One percent is the minimum contribution for DCHA funds to be used toward your purchase.

## Household Income and Asset Information

### Income

Does your household receive income from any of the following sources?

Employment Wages?  yes  no

Sources: \_\_\_\_\_  
\_\_\_\_\_

Self-employment or operation of a business?  yes  no

Sources: \_\_\_\_\_  
\_\_\_\_\_

Interest, dividends, and other net income of any kind from real or personal property?

yes  no

Sources: \_\_\_\_\_  
\_\_\_\_\_

Payments from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits or any other similar types of periodic receipts?

yes  no

Sources: \_\_\_\_\_  
\_\_\_\_\_

Payments in lieu of earnings, such as unemployment and/or disability compensation, worker's compensation, and/or severance pay?  yes  no

Sources: \_\_\_\_\_  
\_\_\_\_\_





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Cash payments made under the W-2 program?  yes  no

Sources: \_\_\_\_\_  
\_\_\_\_\_

Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons outside the household?

yes  no

Sources: \_\_\_\_\_  
\_\_\_\_\_

Any regular pay, special pay, and allowances of a member of the Armed Forces?

yes  no

Sources: \_\_\_\_\_  
\_\_\_\_\_

## **Assets**

Does the household have assets in the form of any of the following?

Cash held in savings accounts, checking accounts, safe deposit boxes, or in the home?

yes  no

Source: \_\_\_\_\_  
\_\_\_\_\_

A revocable trust available to the applicant?  yes  no

Source: \_\_\_\_\_  
\_\_\_\_\_

Equity in rental property or other capital investments?  yes  no

Source: \_\_\_\_\_  
\_\_\_\_\_

Any stocks, bonds, Treasury bills, certificate of deposit, mutual funds, and money market accounts?  yes  no

Sources: \_\_\_\_\_  
\_\_\_\_\_

Individual retirement 401(K), or Keogh accounts?  yes  no

Source: \_\_\_\_\_  
\_\_\_\_\_

Retirement or Pension funds?  yes  no

Sources: \_\_\_\_\_  
\_\_\_\_\_





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Life insurance policies available to household before death?  **yes**  **no**

Sources: \_\_\_\_\_  
\_\_\_\_\_

Any personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc.?  **yes**  **no**

Sources: \_\_\_\_\_  
\_\_\_\_\_

Lump sum or one-time receipts, such as inheritances, capital gains, lottery winnings, victim's restitution, insurance settlements or other amounts not intended as periodic payments?

**yes**  **no**

Sources: \_\_\_\_\_  
\_\_\_\_\_

Mortgages or deeds of trust held by anyone in the household?  **yes**  **no**

Sources: \_\_\_\_\_  
\_\_\_\_\_

Has the household disposed of any assets for less than their fair market value in the last 2 years?

**yes**  **no**

Type and value of assets disposed of? \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature - Primary Borrower

\_\_\_\_\_  
Signature - Co-Borrower

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





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## DEMOGRAPHIC DATA

Date \_\_\_\_\_

This information is collected ONLY for reporting to our funding sources and kept confidential.

**PLEASE MARK ALL APPROPRIATE CATEGORIES. THANK YOU.**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

### **Race:**

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White
- Black or African American & White
- Asian & White
- Amer. Indian/Alaskan Native & White
- Amer. Indian/Alaskan Native & Black  
or African American
- Other Multi-Racial

### **Ethnicity:**

- Hispanic or Latino
- Non-Hispanic or Latino

### **Your Household -- Choose all that apply:**

- Disabled (Individual)
- 62 years old or older (Individual)
- Female Head of Household
- Single Parent
- U.S. Veteran
- First Time Homebuyer
- Owned Home in Last 3 years

