



SHIP DOWN PAYMENT AND REHAB ASSISTANCE PROGRAM HOMEBUYER'S CHECKLIST & RECOMMENDED STEPS

Now that you have completed the Homebuyer Education Class...

Visit at least one SHIP certified mortgage lender to get pre-qualified for a mortgage loan:

- ⊕ Select a lender from the SHIP certified lenders' list you received in class.
- ⊕ Getting pre-qualified lets you know how much house you can afford and IF you will be able to get a mortgage.
- ⊕ Tell the lender that you may be eligible for Down Payment Assistance through the Alachua County SHIP Program.
- ⊕ You can contact several lenders at this point to get competitive rates on a mortgage loan.

Go shopping for a home in your price range after pre-qualifying for a mortgage loan.

You can:

- ⊕ Contact a realtor to show you homes,
- ⊕ Visit affordable housing developments under construction, or
- ⊕ Look at existing homes that are For Sale By Owner (FSBO).

Make an offer when you find a home that you would like to buy.

- ⊕ Be prepared to put down a deposit or earnest money with your offer,
- ⊕ Make the offer contingent on you qualifying for a mortgage loan of a specific type and amount,
- ⊕ Make the offer contingent on you receiving SHIP Down Payment Assistance,
- ⊕ Include other conditions in the contract that you want.
- ⊕ **Negotiate and sign a contract**

Contact your SHIP certified mortgage lender to let them know that you've signed a contract.

The lender will begin qualifying you for a loan: Give your lender a copy of the real estate contract.

- ⊕ The lender will typically ask for check stubs, bank statements, and verification of any other income or assets at this time.
- ⊕ Provide them with a copy of your SHIP Homebuyer's Training Workshop certificate.

Ask your mortgage lender to complete a SHIP Application & Reservation of Funds Package and submit it to our office.

If they have any questions about this, they can contact the SHIP Program Office at (352) 264-7013.

They will need the following information from you to complete this package:

- ⊕ Six months of bank statements for checking accounts;
- ⊕ Your most recent statement for any savings accounts;
- ⊕ All of your employers' names, addresses, and phone numbers;
- ⊕ Statements showing any other sources of income (SSI, disability, pensions, etc.);
- ⊕ Copies of any child support orders and a recent statement from Child Support Enforcement for each order, document receipt of payments;



Once the SHIP Application package is received by the SHIP Office, the Program Coordinator begins reviewing the information, verifying your income certification, calculating exactly how much Down Payment Assistance you qualify for, and preparing any SHIP notes and mortgages needed for your real estate closing. This typically takes up to two (2) weeks.

The SHIP office will send you a commitment letter if you are income eligible for SHIP.

- Hire a certified SHIP Inspector to do a home inspection as soon as possible after your offer on the house has been accepted if the home you're buying is an existing (not new) home.
 - ⊕ Select an inspector from the SHIP certified inspectors list you received in class.
 - ⊕ **You must meet the inspector at the house** at the time of the inspection to review and sign the report.
 - **Get a copy of the report from the inspector for your records.**
 - ⊕ At the time of the inspection, **you must pay the inspector.** Typical fees are \$150 - \$300.
 - ⊕ The inspector or your lender will send a copy of the report to the SHIP Program Office.

- The Program Coordinator will review the report to determine which repairs can be paid for with SHIP Rehabilitation Assistance:
 - ⊕ The Program Coordinator will typically send three contractors to look at the house and prepare a bid for the work.
 - ⊕ **You or your real estate agent will need to make arrangements for the contractors to have access to the house.**
 - ⊕ Once the bids are received, the Program Coordinator will fax a purchase order to the most competitive contractor and prepare a Rehabilitation Contract which you will sign on or before the day of your closing.

- Coordinate with your lender to prepare for closing. Obtain homeowner's insurance and other items required by your lender.**

- Attend the closing for your home. You will sign a SHIP mortgage and note for the down payment assistance provided. If SHIP is also funding home repairs, you will also sign a Rehabilitation Contract (which is between you and the contractor) and a rehab note.**

CONGRATULATIONS! YOU'RE A HOMEOWNER!



Required home repairs, if any, will be done after your real estate closing.

The contractor will contact you directly to schedule the work.

****For any questions or problems regarding the work being performed, please contact your contractor directly. *****

When the repairs are complete:

- ⊕ The contractor will call the SHIP Program Coordinator.
- ⊕ The Program Coordinator will then contact your SHIP inspector.
- ⊕ The inspector will contact you to set an appointment to re-inspect your home.
- ⊕ You must meet the inspector at your home at the time of the re-inspection to review and sign his report.
Get a copy of the report from the inspector for your records.
- ⊕ The inspector will need to be paid by you at the time of re-inspection. Please discuss the cost of the re-inspection with him/her.

If the work has not been done to your satisfaction or the satisfaction of the inspector:

- ⊕ The inspector will notify the SHIP Program Coordinator.
- ⊕ The Program Coordinator will notify the contractor to take care of those items.
- ⊕ After those items are finished, the contractor will notify the Program Coordinator.
- ⊕ The SHIP Program coordinator will contact you and ask you to send a letter stating that all of the work has been completed to your satisfaction to the SHIP Program Office.
- ⊕ The Program Coordinator will then pay the contractor and get all lien releases signed.

FOR ALL NEW HOMEOWNERS, after your real estate closing, don't forget to :

- ⊕ Enjoy your home!
- ⊕ Begin saving money each month for maintenance and repairs on your home.
- ⊕ Apply for your Homestead Exemption with the Property Appraiser by March 1st. For information, contact their office at (352) 374-5230.
- ⊕ **The property taxes on your home are likely to increase during the 2nd year you're in your home, especially for new homes, so you should budget for the increase now.**