

# Single Family Regional Loan Fund

2005



Department of Housing and  
Community Development

and

The Virginia Housing Development Authority



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## Preface

This Program Summary for the Single Family Regional Loan Fund serves as a single source reference guide for administering the Fund. The information contained herein is prescribed for use by Local Administrators, housing counselors, lending partners, and real estate professionals.

If after reading this volume in its entirety additional questions arise, please direct your comments to:

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## Historical Perspective and Policy Objectives

The Single Family Regional Loan Fund (SFRLF) is a joint initiative between the Virginia Department of Housing and Community Development (DHCD) and the Virginia Housing Development Authority (VHDA). The SFRLF was developed to provide a comprehensive home ownership assistance program for low-income first-time homebuyers across the state. The SFRLF combines primary mortgage resources with down payment and closing cost assistance in a thorough package that enables the homebuyer's transition into homeownership to be less burdensome:

### PROGRAM OBJECTIVES

First, discounted first mortgage money interest rates are made available for first-time homebuyers that can credit qualify for VHDA financing. Mortgages can be originated through an approved VHDA-approved lender or via the VHDA Mobile Van. The mortgages can be combined with down payment and/or closing cost assistance from DHCD's allocation of the federal **HOME Partnership Investment Fund**. SFRLF resources can be used in concert with other leveraged sources to provide creative affordable loan structuring. For instance, HOME funding support can be used with Rural Development products and community lending initiatives (i.e. CRA portfolio loan products) to help address the needs of clients that cannot qualify for VHDA financing. We believe this type of flexibility will assist you in making the best use of all available loan resources to benefit clients **at or below 60% of the area median income (AMI)**.

Second, the SFRLF operates through local partnerships with governmental entities, non-profit housing service providers, and mortgage lenders across the Commonwealth. At present, **17 local regional administrators offer intake services, housing counseling, and pre-qualification screening** for eligibility on a first-come, first-serve basis. The program structure promotes equitable access to the Single Family Regional Loan Fund by all entitlement and non-entitlement communities based on an applied income and credit criteria.

**Today, the Fund has grown to routinely support over 400 families and individuals!**



## Fundamental Roles and Responsibilities

### *Regional Administrators*

The Regional Administrator is responsible for the day-to-day management of the SFRLF. These tasks include:

1. Acting as the client liaison between DHCD/VHDA.
2. Marketing the program to area lenders for greater participation in the Fund.
3. Screening and prequalifying clients for eligibility.
4. Arranging homebuyer counseling and education for eligible clients. A copy of the VHDA client certificate and budget must accompany each loan package submission to the lender.
5. Managing the intake process and archiving applications for five (5) years.
6. Providing the lender with a **Financial Information Sheet (FIS)** to outline all applicable program costs associated with closing the loan. Proper disclosure to Originating Agent of all fees to be collected on behalf of the Regional Administrator.
7. Communicating with VHDA, Originating Agent and Closing Agent to establish closing date and receipt of grant money.
8. Promptly notifying VHDA and DHCD of any changes in grant monies after loan commitment. Increases require a revised **FIS**.
9. Maintaining current records of loan status, sources of funding, and client demographics.
10. Providing all documentation needed to process HOME assistance requests from DHCD. (This includes submitting Project Set-up and Project Completion packages in a timely manner.)
11. Managing the appropriate use HOME funding support based on client need
12. Identifying other sources of down payment and/or cost assistance for clients in their marketplace.

*Lender: VHDA is the financial institution that provides funding for the loan and is known throughout this document as Lender.*

*Originating Agent: The bank or mortgage company that originates the loan on behalf of VHDA (the lender).*

The below-market interest rate of **can only be made available to clients using VHDA financing under the SFRLF.**

*Other sources of financing for the first mortgage can come from other sources, but the discounted VHDA rate will not apply.*



All originating agents are responsible for determining the final loan amount based on all resources outlined on the **FIS**. If questions arise concerning client eligibility, the Originating Agent should contact the Regional Administrator prior to submitting the loan for underwriting.

The Originating Agent is responsible for the following tasks:

1. Submission of a complete and accurate underwriting package to VHDA. Underwriting packages **must** include a complete and accurate **FIS** and **Good Faith Estimate**.
2. Review of VHDA mortgage loan commitment and satisfactory compliance with all conditions prior to closing.
3. Instructing Closing Agent to forward a complete and accurate preliminary closing package to VHDA closing staff. Packages must be received 3 business days prior to estimated closing date.
4. Simultaneous review of preliminary closing package with VHDA closing staff
5. Originating Agent should notify VHDA immediately of any changes once the loan commitment is issued.
6. Receipt of final closed package from Closing Agent for delivery to VHDA within 10 business days from date of closing.

### **DHCD**

DHCD is an annual recipient of HOME Partnership Investment Act (HOME) monies from the U.S. Department of Housing and Urban Development (HUD). Because DHCD serves as a state Participating Jurisdiction (PJ), the Housing Program Administrator is responsible for processing requests for HOME assistance. DHCD is responsible for tracking all production related to HOME funds administered by the State.

All requests for down payment and/or closing cost assistance using state HOME funds must be submitted to DHCD by the Regional Administrator for processing. Disbursement requests cannot be approved without a copy of the commitment letter from the lender indicating its intent to finance the first mortgage. Disbursement requests are processed within 30 days of receipt by DHCD. The Regional Administrator must indicate where HOME funds should be directed based on the information provided on the Disbursement Request form. *If funding support is to be directed to another source other than the Regional Administrator (i.e. the settlement company), payment instructions must be noted on the Disbursement Request.*

### **Closing Agents**

A settlement company or attorney may be used to close a loan originated under the SFRLF. Delegated closing is strictly prohibited. The Regional Administrator must





## VHDA/DHCD PROGRAM GUIDELINES

The Single Family Regional Loan Fund provides below-market-rate mortgage loans to lower-income, first-time homebuyers for the purchase of their primary residence. The acquisition of new and existing single-family homes is eligible. Single-family units include: townhouses, condominium units, and eligible manufactured housing with mortgage insurance.

The funding is made available and intended to provide mortgages to those households that cannot financially qualify for other mortgage products. The funding should be targeted to those households with incomes not exceeding sixty percent (**60%**) of the area median income (AMI) as established by the U.S. Department of Housing and Urban Development (HUD) adjusted by family size.

*For the period beginning September 1, 2003 and ending June 30, 2004, the following resources have been allocated to the Single Family Regional Loan Fund:*

<b>Virginia Housing Fund (VHF)</b>	<b>\$14 million</b>
<b>HOME</b>	<b>\$ 2.4 million</b>

The Virginia Housing Fund (VHF) is a product of the Virginia Housing Development Authority (VHDA). The Department of Housing and Community Development (DHCD) administers the Housing and Urban Development (HUD) HOME funds.

The resources have been structured as follows:

A portion of the Virginia Housing Fund will be used to support a **\$14 million** pool of 30-year mortgages. VHDA reserves the right to review and modify the rate as deemed appropriate relative to changes in the market place. **Loans will be fixed-rate and fixed payment for the amortization period of 30 years.** No buy downs, permanent or temporary. No step-rate or FHA Plus mortgages will be approved. **HOME funds may only be used with fixed-rate, fixed-payment mortgages.**

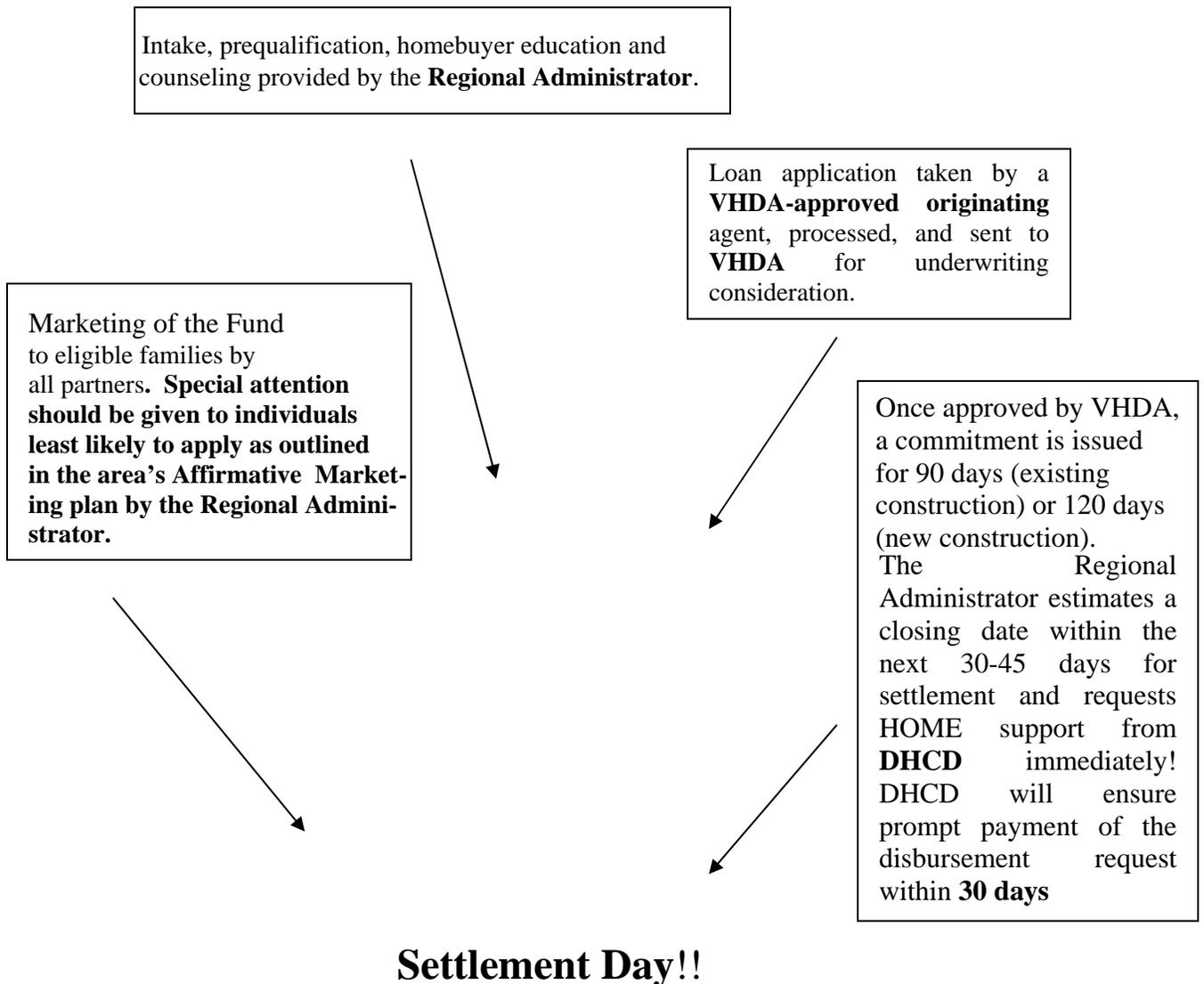
HOME funds will be provided to regional administrators for use as down payment and closing cost assistance. HOME funds may be deferred, forgiven, and/ or amortized as deemed appropriate by each administrator. Any structure of HOME funds must comply with the federal HOME Investment Partnership Final Rule at 24 CFR Part 92.





## General Responsibilities

The administration of the SFRLF requires coordination among a number of partners including the **Regional Administrators, local partners, VHDA-approved originating agents, experience settlement agents, VHDA, and DHCD**. This process begins with marketing the SFRLF in your marketplace to increase exposure to the benefits of the participating in the fund.



## COUNSELING, PRE-QUALIFICATION, and APPLICATION INTAKE

### A. REGIONAL ADMINISTRATORS AND LOCAL PARTNERS

Regional administrators are directly responsible for marketing the SFRLF program to targeted populations, pre-qualifying applicants, providing and/or coordinating homeownership education and counseling, and processing required paperwork for commitment and disbursement of federal HOME funds. **All activities must be conducted in compliance with fair housing, equal opportunity, conflict of interest , non-discrimination laws and regulations.**

Homeownership education is a requirement of the program. **A Homeownership Education Certificate indicating successful completion of the training and proposed household budget must be included with each loan application.**

**Regional Administrators are responsible for providing all program updates to local partners and participating Originating Agents for the VHDA loan pool.**

Upon completion of pre-qualifying and prior to referral to an originating agent, the Regional Administrator or local partner must complete and provide to the originating agent an accurate, signed and dated *Financial Information Sheet (FIS)*. This form must be attached to all applications and purchase contracts. In addition to providing the Originating Agent with an accurate, complete, signed and dated FIS, the RA or local partner must provide the amount of all fees to be charged to the homebuyer.



**All fees to be collected at closing must appear on the *Good Faith Estimate (GFE)* that is signed by and supplied to the applicant at time of application. A signed copy of the signed GFE must be part of the credit package submitted to VHDA.**

### B. ORIGINATING AGENTS

The Originating Agent is responsible for completing the loan application with the homebuyer. The Originating Agent will collect all verifications and package all loans for submission to VHDA. **All standard VHDA documents and guidelines apply to the SFRLF unless otherwise stated herein. The Financial Information Sheet will be attached as a cover sheet to all loans submitted to VHDA for underwriting.** For all insured loans, the originating agent must underwrite, approve and obtain applicable Single Family Regional Loan Fund Program Summary 2005



mortgage insurance prior to submitting to VHDA. The Originating Agent ***must*** be involved in closing the loan.

***NOTE: A reservation fee is not required under the SFRLF. Reservation of funds on VHDA's on-line system is also not required.***

C. VHDA will underwrite all loans, issue commitments, review closing documents, and disburse loan funds. **VHDA will also service all loans made through the SFRLF.**

**D. VA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD)**



DHCD is responsible for processing request for HOME assistance, monitoring Regional Administrators, and disbursing all HOME funds. When a client closes, the Regional Administrator is responsible for forwarding a Project Completion Report package including support documentation listed on the SFRLF Checklist (see appendix) to DHCD to close out the disbursement activity in HUD's IDIS financial tracking system.

DHCD will also be responsible for the day-to-day administration of SFRLF including interpreting program requirements and issuing program updates.



## Applicant Eligibility for the VHDA Single Family Regional Loan Fund

All funds (VHDA loan pool and HOME down payment and closing cost assistance) are reserved for **first-time homebuyers** who are defined as not having an ownership interest in a primary residence within the past three years. Applicants will be required to provide tax returns for the three tax years prior to the year of application. **NOTE:** Applicants purchasing homes in some areas including qualified census tracts and economically distressed areas do not have to meet the first-time homebuyer requirement. *Contact Gene Griffin at VHDA if you have questions on a particular property.*

DHCD reserves the right to review all loan applications for primary loans originated by other lenders when HOME funds are requested. In general, underwriting requirements expected of other lenders should be consistent with VHDA underwriting requirements. **HOME funds must be in second lien position unless otherwise approved by DHCD.**

### Other Eligibility Requirements

The applicant(s) must:

1. Have a Social Security number and authorization to work in the United States
2. Have net worth not exceeding fifty-percent (50%) of sales price of home.

### VHDA Credit Criteria



In addition to the general eligibility requirements highlighted earlier, the borrower must be credit worthy using the VHDA underwriting criteria. The Regional Administrator or local partner is responsible for making an initial determination of pre-qualification based on information received from the client during the intake process. The Originating Agent and processor will further qualify the applicant based on a completed application, credit report and verifications. Automated underwriting system approvals are not acceptable except in the case where mortgage insurance is provided.



## **Credit History**

An applicant must possess a credit history that reflects the ability to successfully meet financial obligations and a willingness to repay obligations in accordance with established credit repayment terms. Typically the applicant should have no outstanding collections, judgments or past due accounts and the applicant's credit history for no less than the previous 12-month period must be satisfactory.

### **a. Bankruptcies**

An applicant will not be considered for a loan with a bankruptcy that has been discharged within two years from the date of loan application. Consideration for approval after the two-year period will be based on the applicant's demonstrated ability to manage his financial affairs, re-established satisfactory credit history and documentation surrounding the circumstances causing the bankruptcy. All bankruptcy petitions and discharge papers must be provided for review along with an explanation of circumstances surrounding the bankruptcy.

### **b. Chapter 13 Bankruptcies**

An applicant's filing of Chapter 13 Bankruptcy may be considered for loan approval earlier than the stated two-year period from discharge. This determination will be based on the applicant's overall financial strength and established credit history. The Originating Agent must contact VHDA to discuss possible exceptions to the two-year discharge requirement. Typically the bankruptcy must be discharged and the applicant must have made satisfactory repayment of the debts during the bankruptcy period.

### **c. Consumer Credit Counseling (CCC)**

Applicants currently participating in Consumer Credit Counseling repayment plans must have successfully completed a minimum of 12 months in the repayment plan with no late payments. A longer period may be required based on the total amount of debt remaining. Documentation from the CCC counselor verifying satisfactory payment is required along with a recommendation from the counselor for the new home purchase. Full monthly payment for monthly debt owed to the creditors is to be included for qualifying purposes (instead of the reduced monthly amount negotiated by CCC).

### **d. Prior Foreclosures**

An applicant with a prior foreclosure that has been financed by VHDA will **not** be eligible for a mortgage loan. VHDA will consider previous foreclosures (other than a VHDA financed loan) on an exception basis. Circumstances surrounding the cause of the foreclosure, length of time since the foreclosure, the applicant's subsequent credit history and overall financial stability, will be taken into consideration.



**e. Credit Scores**

Originating Agents are requested to obtain a credit report including credit scores from no less than two major credit repositories. Unless stated in specific program guidelines, VHDA has no specific minimum credit scoring requirements for loan approval. Originating Agents should however thoroughly evaluate the credit for applicant(s) whose score falls **below 620** to ensure that all aspects of the credit history in relationship with other qualifying criteria indicate the borrower possesses the willingness and ability to repay the proposed debt.

**f. Non-Traditional Credit**

Applicants with limited credit files which are not sufficient to develop a credit score must demonstrate a satisfactory repayment history through non-traditional creditors. The Originating Agent must develop an acceptable credit history by the verification of alternative credit sources. Typically a minimum of three credit references should be verified with a recent 24-month payment history.

**g. Rental History**

The applicant's rental payment history is a critical element of the credit review. The applicant's rental history for the most recent 12-month period must be verified.

## Income Eligibility



Applicants must possess an employment/income history that demonstrates stable income sufficient to repay the proposed debt. Typically, a minimum of six months on the current job is required. Employment for the preceding two-year period must be documented. Income must be expected to continue for not less than the three-year period following the date of closing to be used for qualifying purposes. Part-time employment, overtime, and commissions should be documented as being received for a period of two years.

### Maximum Qualifying Ratios

**a. Payment to Income**

The total monthly payment including principal, interest, real estate tax and hazard insurance ("PITI") in addition to other monthly fees for private mortgage insurance, condominium assessment (use 60% of the



condominium fee) and townhouse or required association assessment should not exceed **32%** of verified gross monthly income.

**b. Debt to Income**

The total monthly payment (PITI plus other related fees as stated above) in addition to outstanding monthly debt payments with more than 10 months duration should not exceed **40%** of verified gross monthly income. Note: Debts with payment of less than 10 months duration are to be included if the payment of this debt will adversely affect the applicant's ability to make the mortgage payments.

**c. Exceptions/Compensating Factors**

If either of the percentages set forth above are exceeded, compensating factors may be used by VHDA, at its sole discretion, to approve the loan.

Examples of compensating factors are:

1. Minimal increase or decrease in proposed housing expense compared to current housing expense.
2. Borrower has demonstrated a conservative attitude toward the use of credit and an ability to accumulate savings.
3. Borrower has substantial cash reserves after closing.
4. Significant cash reserves (6 months or greater)
5. **Strong Credit History** (Credit Score **700 or greater**)
6. Additional income available; not used in qualifying

Applicants seeking to utilize VHDA SFRLF monies and HOME funds may have household incomes up to 60% AMI. A variance to this condition is applicable when the applicant receives an increase in pay of up to an additional \$2,000 after taking application for funding support.

**Insured Option**

**Exceptions to the applicant qualifications requirement will be considered as a FHA insured, VA guaranteed or Rural Development loans.**

**Calculating Maximum Household Income**

**In determining maximum income for eligibility purposes, the applicant's household income includes the following for all members of the household:**

 Wages, salaries, tips, commissions, etc. including overtime and part-time employment

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- ✍ Self-employment income
- ✍ Interest, dividends, net rental income
- ✍ Income from estates and trusts
- ✍ Social Security and railroad retirement
- ✍ SSI, AFDC, and other public welfare/assistance
- ✍ Retirement, survivor, and disability payments
- ✍ Child support and other income to minors
- ✍ Alimony
- ✍ Other sources of income including Veteran's Administration (VA) payments and unemployment compensation.



Annual income must be verified using *Income/Employment Verifications, current pay stubs, public assistance verifications, deposit information and 3 years income tax returns.*

**Income will be projected forward for twelve months from the date of application.**

## Loan-to-Value

The SFRLF **loan interest rate is amortized over 30 years** and is generally used as a conventional uninsured mortgage up to 95% of the lesser of sales price or appraised value of the property. FHA, VA, Rural Housing Services or Conventional PMI must insure loans above 95% of lesser of sales price or appraised value.

**Total loan-to-value for all liens may not exceed 106% of the appraised value for conventional loans and 108% of appraised value for FHA, VA, and Rural Development insured loans,** unless otherwise approved by VHDA and DHCD.

## Property Requirements



The property being purchased must be the primary residence and cannot be used in a trade or business. The sales price of the property may not exceed VHDA's sales price limits. The following additional property requirements apply:



- ✎ The Originating Agent must approve all appraisers.
- ✎ The maximum lot size is 2 acres (waivers may be requested prior to application submission) for lots of up to five acres for VHDA consideration.

**Manufactured homes may only be financed with FHA-insured mortgages or become an insured (PMI-25% coverage) conventional loan, RD or VA with the property meeting the following requirements:**

All Manufactured Units:

- Units must be multi-sectioned (double-wide).
- Foundation: Permanently attached and anchored per manufacturer specifications and/or state and local building codes with full perimeter walls with brick or block skirting. Piers must be either mortared block or bonded (not dry stacked) wheels, axles and trailer hitches must be removed.
- Roof covering must be standard composition shingle (asphalt or fiberglass) or better. Minimum roof pitch 4/12.
- Permanent steps and stoops on proper footings.
- Appraiser must certify that all requirements stated above are met.
- At minimum one comparable must be a manufactured home and one a stick built to compare marketability.
- Must be assessed/taxed as real estate.

New Construction:

- Certificate of Occupancy must be provided.
- Turn key contracts only. All construction and installation to be included in the contract with the dealer.
- No furniture or personal property other than appliances may be included in the transaction.

Existing Construction:

- Certificate of Occupancy for original unit and installation must be provided
- Building permit and final inspection from county must be provided for any additions or attachments
- No changes to the original structure may have been made (i.e. removal of walls, etc.)



- Properties must have been constructed since 1976, have a remaining economic life of no less than 30 years and meet HUD manufactured housing standards

Units must be located on the original site and not moved from a previous location. All applicable insurer requirements must be met in addition to those stated above. As required under prior program guidelines, FHA insured loans need only meet FHA requirements related to manufactured housing.

Modular homes are eligible through all VHDA loan programs.

**In addition:**

- ✎ Properties must be on a state maintained road or if located on a private road must have a recorded deeded right of way for ingress and egress, have a recorded road maintenance agreement.
- ✎ Home must be connected to public water/sewer if available unless waiver granted.
- ✎ For conventional loans, condominiums will require approvals from at least one of the following – FHLMC or FNMA (or VA/FHA if applicable)
- ✎ Structures in flood plains will require flood insurance. If the locality does not participate in the federal flood insurance program, the property will not be eligible for financing.

**The following additional property requirements apply when HOME assistance is provided:**

- ✎ All properties must, at a minimum, meet Section 8 Housing Quality Standards and applicable local codes.
- ✎ A Section 8 Housing Quality Standard (HQS) checklist must be completed for each property and maintained in the local or regional file. An FHA appraisal may be used in lieu of the Section 8 inspection if the appraisal involves an internal and external visual inspection of the property. Any deficiencies noted in either inspection must be repaired prior to closing the sale of the property.
- ✎ Structures shall not be located in coastal barrier zones or airport runway zones. If the appraisal does not specify, the administrator must get appropriate documentation from the local building or zoning official.



✍ Any unit constructed prior to 1978 shall be free of any defective paint surfaces based upon a documented visual inspection of the property. A FHA appraisal may include a visual inspection of painted surfaces. The purchaser must receive a copy of a lead-based paint notification pamphlet when purchasing a dwelling constructed prior to 1978.

## Homebuyer Contribution



The homebuyer is expected to contribute one percent (1%) of the purchase price of the property. A minimum contribution may include fees paid by the borrower at the time of application (appraisal fee, credit report fee) and the earnest money deposit. **The homebuyer's 1% required contribution cannot be made by a 3<sup>rd</sup> party, Regional Administrator or non-profit.**

All loans will be originated and underwritten using the one-percent required contribution.

The homebuyer's contribution may change at closing. Since it is difficult to determine the exact amount needed to close a loan, the homebuyer should be notified that they may be required to provide up to an *additional* one-half percent (1/2%) of the purchase price at closing. The Single Family Regional Loan Fund will also allow the final contribution to be as low as one half percent (1/2%) of the purchase price. Funding needs outside of these parameters, either more or less, may require an adjustment in the amount of HOME funds or, if HOME funds are not provided, an adjustment in the amount of the loan. **\*\*If necessary, VHDA will adjust amounts at loan commitment to comply with this minimum investment requirement. Cash back at settlement is prohibited.**

**Regional Administrators control the amount of HOME funds** used to transact the closing. If additional cash is available and HOME assistance was provided, the additional cash must be returned to the HOME program in excess of the homebuyers required contribution. If HOME funds were not provided, the loan amount will be adjusted by VHDA prior to settlement.

Any changes resulting in an *increase* of HOME funds or other sources of secondary financing must be reflected on a corrected **FIS**.

## Fees

**All loans originated will include a 1% origination fee and 1% discount point.** In addition, on all uninsured loans, the administrator may charge an intake fee in an amount not to exceed **1%** of the loan amount.



If the borrower receives federal HOME assistance on an uninsured loan, a Counseling Fee not to exceed two hundred dollars (\$200) may be collected from HOME funds.

**All fees must be disclosed on the Good Faith Estimate provided to the applicant at the time of application. This must be a part of the Originating Agent's underwriting submission package.**

A \$55 tax service fee will be charged on all loans and must be paid by the seller on FHA- and VA-insured loans.

**Insured Loans- Allowable Fees to Borrower**

**FHA:** The **1% Intake Fee** must be identified as an **Application Fee**. The **\$200 Counseling Fee** may not be charged.

**VA:** The **1% Intake Fee** and **Counseling Fee** may not be charged to the Veteran.

**RD:** The **1% Intake Fee** may be charged.



## Federal HOME Requirements

### Affordability Periods



All Regional Administrators and partner organizations will be considered sub-recipients in utilizing HOME funds. Therefore, a complete copy of the HOME Final Rule will be provided to each partnering organization for reference. *Please see Appendixes.* Requirements set forth include those for initial commitment of funding and those for ongoing monitoring for compliance during the applicable term of affordability.

The basic requirement is that the **homebuyer occupy the home as their primary residence** for a period not less than **5 years when less than \$15,000 in HOME funds** are invested, **10 years when \$15,000 to \$40,000** in HOME funds are invested, and **15 years when more than \$40,000** in HOME subsidy are used. Each Regional Administrator or partner group responsible for securing the HOME funds must develop a plan to monitor compliance. *Please see Monitoring Guide for recommended ways to check primary residency status during the Period of Affordability.*

**Administrators may choose to use a Second Deed of Trust as security instrument or have the purchaser execute Restrictive Covenants to be filed with the deed for the first mortgage at settlement. Language may be found in the HOME Final Rule related to these two options. Either vehicle must contain language outlining the use of one of the two options listed below:**

*The **recapture option** is a mechanism used to recapture all or a portion of the direct HOME subsidy if the HOME recipient decides to sell the house within the affordability period at whatever price the market will bear. The sale of the property during the affordability period triggers repayment of the direct HOME subsidy that the buyer received when he/she originally purchased the home.*

*The **resale option** ensures that the HOME-assisted unit remains affordable over the entire affordability term by making the unit available to another family as their primary residence that can meet the low-income threshold at the time of the new purchase.*



**ENFORCING RECAPTURE OR RESALE RESTRICTIONS**

<b>Requirement</b>	<b>Recapture</b>	<b>Resale</b>
<b>Principal Residence</b>	Evident in Deed restriction or land covenant, affidavit, lien*	Evident in deed restriction or land covenant, affidavit, lien*
<b>Affordability Period</b>	Evident in lien*	Evident in deed restriction or land covenant, lien*
<b>Repayment of HOME subsidy</b>	Evident in lien*	Evident in deed restriction or land covenant, lien*
<b>Fair Return to Owner</b>	N/A	Evident in deed restriction or land covenant, lien*
<b>Affordable Resale Price</b>	N/A	Evident in deed restriction or land covenant, lien*
<b>Subsequent Buyer's Income</b>	N/A	Verification of employment (VOE), current pay stubs, social security statements, court ordered child support and/or alimony, interest statements

*\*Lien is defined as a recorded deed of trust or mortgage securing the repayment of the HOME subsidy.*

**Additional federal requirements that may be applicable include:**

**Equal Opportunity and Fair Housing** – Sub-recipients shall develop marketing, outreach, and selection criteria that allow for equal access to the program for the targeted population. A record of demographics of those applying for assistance must be maintained along with reasons for denial.

**Environmental Review** – For projects only involving the transfer of title of property, environmental reviews are limited to determining location of property relative to 100-year flood plains, coastal barrier zones, and airport runway zones. These items may be documented in the appraisal report or a letter from the local building or zoning official.



**Displacement and Relocation** - Sub-recipients must comply with applicable Uniform Relocation Act Requirements (URA) as follows:

Mandatory written notification to relocate a tenant may be triggered if HOME subsidy will be used to purchase the 1-4 unit property. If an intent to sell is exercised by the owner of the property as evident in a written sales contract, the owner must notify the tenants of his/her intent to sell the property within 30-days of the sale of the property. This includes any family or individual that must move as a direct result of demolition, acquisition or rehabilitation when Federal funds are used. Under voluntary acquisition, the buyer must inform the seller of two things in writing: (1) that the buyer does not have the power of eminent domain; and (2) that a written estimate of the fair market value of the property will be provided as a condition of the sale. The offer to purchase may be less than the market value. The sales price and terms can be freely negotiated. The purchaser should provide this written information before making the offer to purchase. If, for any reason, the seller is not informed of these facts, and the sale is not closed, the seller should be immediately informed and allowed to withdraw from the purchase agreement without penalty. (Please see further requirements in the attached HUD publication entitled **Relocation Assistance to Tenants Displaced From Their Homes and Handbook 1378** for further details about other requirements under this process.)

**Other Federal Requirements** – All sub-recipients must comply with applicable administrative requirements found in OMB Circulars A-87 and A-122 and applicable portions of 24 CFR 84. Audits of sub-recipients must be conducted in accordance with 24 CFR 44 and 45.

All written agreements must comply with section 92.504 of the HOME Final Rule. Sub-recipients will develop and comply with policies regarding conflict of interest and use of HOME funds by religious organization.



## Reporting



In most cases, HOME funds are disbursed prior to closing. It is extremely important that administrators insure that sufficient resources will be available at closing. Prior to completing the **Financial Information Sheet (FIS)**, administrators may want to have the Originating Agent review the proposed resources and compare it to the Good Faith Estimate of costs. Homebuyers should be made aware that they could be requested to provide some additional funds at closing if estimations prove incorrect.

Once an applicant has been determined eligible and qualified for SFRLF assistance, the **FIS** should be completed and forwarded to DHCD and the Originating Agent as a part of the process for receiving HOME assistance. A **Project Set-up Report** (HUD Form 40094) must also accompany a **completed FIS** indicating all sources of funding for the loan, **verification of income, copy of the sales contract**, and a signed **Good Faith Estimate** outlining applicable fees. *See Appendixes.*

A **Request for Disbursement** should also be completed and signed indicating payee, payee address, and anticipated closing date. DHCD will not process HOME disbursements without written notification from the originating lender that the primary loan has been committed.

For any payee who has not previously received a disbursement from DHCD, a **W-9 Federal Identification Certification** must be completed and attached to the disbursement request. Funds will not be disbursed without a W-9 Federal Identification Certification. *In order to minimize potential problems with receipt of the HOME funds prior to closing, the Administrator must request HOME funds 30 days prior to closing.* DHCD strongly encourage all administrators to be on wire transfer to limit the time in receiving funds from DHCD.

After a HOME loan closes, a completed **Project Completion Report**, an executed HUD-1 Settlement Statement and a copy of the recorded Second Deed of Trust or Restrictive Covenant should be sent to DHCD to close out the activity in IDIS.

*DHCD and VHDA may require program status reports periodically to assess production and performance.*



## Monitoring



DHCD is required to **monitor activities of all sub-recipients of HOME funds**. On-site monitoring may include a review of project client files, administrative practices, and fair housing and equal opportunity compliance. For those sub-recipients receiving HOME funds disbursed by DHCD and/or received program income from the HOME program activities, periodic financial reviews may also be conducted. A copy of the State HOME Monitoring Guide will be provided to each Regional Administrator prior to the scheduled monitoring date.

## HOME Programmatic Changes for FY 2005

 **Regional Administrators will return all proceeds from the resale of all HOME-assisted units to DHCD when the resale occurs during the Period of Affordability unless otherwise noted in their contract.**

 In previous funding rounds, entitlement and non-entitlement communities could each access state HOME funding support. Entitlement communities *can still* access State HOME funding support under Round 8 of the SFRLF. However, State HOME funding for down payment and closing cost assistance should only be used when local entitlement funding to assist the homebuyer is no longer available to assist families at or below 60% AMI. Every attempt should be made to exhaust local support first. If State HOME funding support and local entitlement support are used on behalf of the same buyer, **all sources of subsidy must be noted on the Financial Information Sheet (FIS)** not to exceed the combined loan-to-value thresholds for the fund. Failure to do so could directly result in a reduction of future State HOME allocations.

### **Subordination Policy**

Repayment of the HOME subsidy to DHCD will be required if the homeowner elects to refinance the primary mortgage for any purpose during the HUD-imposed **Period of Affordability**. The legal instrument for the enforcement of this policy will be the second mortgage placed as a lien on the property at closing. The second mortgage can only be subordinated after the primary lender under the following circumstances:

1. –If the homeowner is refinancing original mortgage to improve the primary mortgage rate:

***Participants may only include their closing cost in the refinancing. Documentation must be provided to DHCD for approval before the new loan closes as evidence that all requirements are met.***



2. -If the homeowner is borrowing money to improve the housing quality of a HOME-assisted property that has deteriorated to substandard condition:

*Refinancing cannot result in any cash back to the homeowner for any other reason barring the improvements.*

3. -The value of all liens against the property must not exceed 105% of the property's assessed value.

4. -Should the borrower pay off any other lien in greater position, the DHCD subordinate lien will be due and payable; the two loans are connected in this regard.

**Under no circumstances will DHCD subordinate to equity loans, revolving loans, debt consolidation loans, or other loans that do not improve the borrower's ability to maintain the mortgage.**

NOTES:

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## Appendix



**SFRLF Program Overview**

**Regional Administrator Contact Sheet**

**Single Family Regional Loan Fund Checklist**

**Financial Information Sheet**

**Request for HOME Disbursement**

Homeownership Assistance /Rental Housing **Project Set-up Report**

Homeownership Assistance **Project Completion Report**

**Housing Quality Standard (HQS) Checklist (HUD –52580)**

Federal Information Processing Standards (**FIPS**) Codes

**2004 HUD Income Limits by Locality**



## Single Family Regional Loan Fund Program Overview

### Loan Summary

Loan Rate:	Fixed Rate 30-Year Mortgages (No Step or Buydown)
Maximum Loan to Value:	95% with no Mortgage Insurance Above 95% requires FHA, VA, RHS, PMI
Combined LTV:	106% Conventional 108% FHA, VA, RHS
Maximum Sales Price:	See attached VHDA Limits
Maximum Income:	60% Area Median Income (adjusted by household size), \$2,000 variance may be allowed not to exceed VHDA limits.
Qualifying:	Standard VHDA Conventional (or insurer's if applicable)
Borrower Eligibility:	Standard VHDA criteria
Documentation:	Standard VHDA loan documentation <b>SFRLF Financial Information Sheet (FIS)</b>
Appraisal:	FHA appraisal or Standard w/ Section 8 Housing Inspection
VHDA Loan Reservation:	Reservation of funds and reservation fee not required
Procedures:	Non-delegated
<b>HOME Funds:</b>	Used for Down payment and Closing Costs
Maximum Amount:	10% of the Sales Price (plus \$2,000 when no additional seller concessions are applied at closing)
Homeownership Education:	VHDA Homebuyer Education and budget required
Maximum Income:	80% area median household sized (if used with/ SPARC)
Procedures:	Delegated if used with SPARC or other non-RLF 1st mortgage



**2004 SFRLF REGIONAL ADMINISTRATOR CONTACT INFORMATION BY LOCALITY**

LOCALITY	REGIONAL ADMINISTRATOR	CONTACT	PHONE
Accomack	Accomack-Northampton Housing Corporation	Bobbi Jo Wert	757-787-2800
Albemarle	Piedmont Housing Alliance	Nicole Gray	434-817-2436
Alexandria	Northern VA PDC	Coralie Miller	703-642-0700
Allegany	FAHE	Melissa Coffey	859-986-2321
Amelia	Highland Park Community Development Corporation or VHDA Mobile Van	Marcus Randolph Amy Schwartz	804-321-5960 804-782-1986
Amherst	Lynchburg Neighborhood Development Foundation	Laura Dupuy	434-846-6964
Appomattox	Lynchburg Neighborhood Development Foundation	Laura Dupuy	434-846-6964
Arlington	Northern VA PDC	Coralie Miller	703-642-0700
Augusta	Central Shenandoah PDC	Bonnie Riedesel	540-885-5174
Bath	FAHE	Melissa Coffey	859-986-2321
Bedford	Lynchburg Neighborhood Development Foundation	Laura Dupuy	434-817-2436
Bland	FAHE	Melissa Coffey	859-986-2321
Botetourt	Blue Ride Housing Development Corporation	Andrea Hager	540-777-2777
Brunswick	Telamon Corporation	Robin Roark	434-656-8357
Buchanan	FAHE	Melissa Coffey	859-986-2321
Buckingham	Piedmont Housing Alliance	Nicole Gray	434-817-2436
Campbell	Lynchburg Neighborhood Development Foundation	Laura Dupuy	434-846-6964
Caroline	Central VA Housing Coalition	Mary Ann Bryant	540-373-5372
Carroll	FAHE	Melissa Coffey	859-986-2321
Charles City	Highland Park Community Development Corporation or Housing Opportunities Made Equal	Marcus Randolph Regina Chaney	804-321-5960 804-354-0641
Charlotte	Lynchburg Neighborhood Development Foundation or VHDA Mobile Van	Laura Dupuy Amy Schwartz	434-846-6964 804-782-1986
Charlottesville	Piedmont Housing Alliance	Nicole Gray	434-817-2436
Chesapeake	Hampton Roads PDC	Dave Gist	757-420-8300
Chesterfield	Highland Park Community Development Corporation or Housing Opportunities Made Equal	Marcus Randolph Regina Chaney	804-321-5960 804-354-0641
Clark	Blue Ridge Housing Network	Lori Noakes	540-622-2711
Colonial Heights	Petersburg Redevelopment and Housing Authority	Virginia Walton	804-733-2245
Craig	FAHE	Melissa Coffey	859-986-2321
Culpepper	Fauquier Housing Corporation	Michelene Hostetter	540-341-2805
Cumberland	Highland Park Community Development Corporation Or or VHDA Mobile Van	Marcus Randolph Amy Schwartz	804-321-5960 804-782-1986
Danville	Telamon Corporation	Robin Roark	434-656-8357
Dickenson	FAHE	Melissa Coffey	859-986-2321



LOCALITY	REGIONAL ADMINISTRATOR	CONTACT	PHONE
Dinwiddie	Petersburg Redevelopment and Housing Authority	Virginia Walton	804-733-2245
Emporia	Petersburg Redevelopment and Housing Authority	Virginia Walton	804-733-2245
Essex	Scenario	Donna Thompson	804-769-1492
Fairfax	Northern VA PDC	Coralie Miller	703-642-0700
Falls Church	Northern VA PDC	Coralie Miller	703-642-0700
Fauquier	Fauquier Housing Corporation	Michelene Hostetter	540-341-2805
Floyd	FAHE	Melissa Coffey	859-986-2321
Fluvanna	Piedmont Housing Alliance	Nicole Gray	434-817-2436
Franklin	Hampton Roads PDC	Dave Gist	757-420-8300
Franklin County	Telamon Corporation	Robin Roark	434-656-8357
Frederick	Blue Ridge Housing Network	Lori Noakes	540-622-2711
Fredericksburg	Central VA Housing Coalition	Mary Ann Bryant	540-373-5372
Giles	FAHE	Melissa Coffey	859-986-2321
Gloucester	Scenario	Donna Thompson	804-769-1492
Goochland	Scenario	Donna Thompson	804-769-1492
Grayson	FAHE	Melissa Coffey	859-986-2321
Green	Piedmont Housing Alliance	Nicole Gray	434-817-2436
Greensville	Petersburg Redevelopment and Housing Authority	Virginia Walton	804-733-2245
Halifax	Telamon Corporation	Robin Roark	434-656-8357
Hampton	Hampton Roads PDC	Dave Gist	757-420-8300
Hanover	Highland Park Community Development Corporation	Marcus Randolph	804-321-5960
	or Housing Opportunities Made Equal	Regina Chaney	804-354-0641
Harrisonburg	Central Shenandoah PDC	Bonnie Riedesel	540-885-5174
Henrico	Highland Park Community Development Corporation	Marcus Randolph	804-321-5960
	or Housing Opportunities Made Equal	Regina Chaney	804-354-0641
Henry	Telamon Corporation	Robin Roark	434-656-8357
Highland	FAHE	Melissa Coffey	859-986-2321
Hopewell	Petersburg Redevelopment and Housing Authority	Virginia Walton	804-733-2245
Isle of Wight	Hampton Roads PDC	Dave Gist	757-420-8300
James City Co.	Hampton Roads PDC	Dave Gist	757-420-8300
King & Queen	Scenario	Donna Thompson	804-769-1492
King George	Central VA Housing Coalition	Mary Ann Bryant	540-373-5372
King William	Scenario	Donna Thompson	804-769-1492
Lancaster	Scenario	Donna Thompson	804-769-1492
Lee	FAHE	Melissa Coffey	859-986-2321
Loudon	Northern VA PDC	Coralie Miller	703-642-0700
Louisa	Piedmont Housing Alliance	Nicole Gray	434-817-2436
Lunenburg	Telamon Corporation	Robin Roark	434-656-8357
	or VHDA Mobile Van	Amy Schwartz	804-782-1986



LOCALITY	REGIONAL ADMINISTRATOR	CONTACT	PHONE
Lynchburg	Lynchburg Neighborhood Dev.	Laura Dupuy	434-846-6964
Madison	Fauquier Housing Corporation	Michelene Hostetter	540-341-2805
Manassas	Northern VA PDC	Coralie Miller	703-642-0700
Martinsville	Telamon Corporation	Robin Roark	434-656-8357
Mathews	Scenario	Donna Thompson	804-769-1492
Mecklenburg	Telamon Corporation	Robin Roark	434-656-8357
Middlesex	Scenario	Donna Thompson	804-769-1492
Montgomery	FAHE	Melissa Coffey	859-986-2321
Nelson	Piedmont Housing Alliance	Nicole Gray	434-817-2436
New Kent	Scenario	Donna Thompson	804-769-1492
Newport News	Hampton Roads PDC	Dave Gist	757-420-8300
Norfolk	Hampton Roads PDC	Dave Gist	757-420-8300
Northampton	Accomack-Northampton Housing Corporation	Bobbi Jo Wert	757-787-2800
Northumberland	Scenario	Donna Thompson	804-769-1492
Nottoway	Highland Park Community Development Corporation	Marcus Randolph	804-321-5960
Orange	Fauquier Housing Corporation	Michelene Hostetter	540-341-2805
Page	Blue Ridge Housing Network	Lori Noakes	540-622-2711
Patrick	Telamon Corporation	Robin Roark	434-656-8357
Petersburg	Petersburg Redevelopment and Housing Authority	Virginia Walton	804-733-2245
Pittsylvania	Telamon Corporation	Robin Roark	434-656-8357
Poquoson	Hampton Roads PDC	Dave Gist	757-420-8300
Portsmouth	Hampton Roads PDC	Dave Gist	757-420-8300
Powhatan	Highland Park Community Development Corporation	Marcus Randolph	804-321-5960
	or Housing Opportunities Made Equal	Regina Chaney	804-354-0641
Prince Edward	Piedmont Housing Alliance	Nicole Gray	434-817-2436
	or VHDA Mobile Van	Amy Schwartz	804-782-1986
Prince George	Petersburg Redevelopment and Housing Authority	Virginia Walton	804-733-2245
Prince William	Northern VA PDC	Coralie Miller	703-642-0700
Pulaski	FAHE	Melissa Coffey	859-986-2321
Rappahannock	Fauquier Housing Corporation	Michelene Hostetter	540-341-2805
Richmond City	Highland Park Community Development Corporation	Marcus Randolph	804-321-5960
	or Housing Opportunities Made Equal	Regina Chaney	804-354-0641
Richmond County	Scenario	Donna Thompson	804-769-1492
Roanoke City	Blue Ridge Housing Development Corporation	Andrea Hager	540-777-2777
Roanoke County	Blue Ridge Housing Development Corporation	Andrea Hager	540-777-2777
Rockbridge County	Central Shenandoah PDC from Central VA Housing	Bonnie Riedesel	540-885-5174
Rockingham	Central Shenandoah PDC from Central VA Housing	Bonnie Riedesel	540-885-5174
Russell	FAHE	Melissa Coffey	859-986-2321
Salem	Blue Ridge Housing Dev. Corp.	Lori Noakes	540-622-2711



LOCALITY	REGIONAL ADMINISTRATOR	CONTACT	PHONE
Scott	FAHE	Melissa Coffey	859-986-2321
Shenandoah	Blue Ridge Housing Network	Lori Noakes	540-622-2711
Smyth	FAHE	Melissa Coffey	859-986-2321
Southampton	Hampton Roads PDC	Dave Gist	757-420-8300
Spotsylvania	Central VA Housing Coalition	Mary Ann Bryant	540-373-5372
Stafford	Central VA Housing Coalition	Mary Ann Bryant	540-373-5372
Staunton	Central Shenandoah PDC	Bonnie Riedesel	540-885-5174
Suffolk	Hampton Roads PDC	Dave Gist	757-420-8300
Surry	Petersburg Redevelopment and Housing Authority	Virginia Walton	804-733-2245
Sussex	Petersburg Redevelopment and Housing Authority	Virginia Walton	804-733-2245
Tazewell	FAHE	Melissa Coffey	859-986-2321
Virginia Beach	Hampton Roads PDC	Dave Gist	757-420-8300
Warren	Blue Ridge Housing Development Corporation	Lori Noakes	540-622-2711
Washington	FAHE	Melissa Coffey	859-986-2321
Waynesboro	Central Shenandoah PDC	Bonnie Riedesel	540-885-5174
Westmoreland	Scenario	Donna Thompson	804-769-1492
Williamsburg	Hampton Roads PDC	Dave Gist	757-420-8300
Winchester	Blue Ridge Housing Network	Lori Noakes	540-622-2711
Wise	FAHE	Melissa Coffey	859-986-2321
Wythe	FAHE	Melissa Coffey	859-986-2321
York Co.	Hampton Roads PDC	Dave Gist	757-420-8300



**SINGLE FAMILY REGIONAL LOAN FUND CHECKLIST**

**Regional Administrator Name and Number** \_\_\_\_\_

**Homebuyer:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Project Set-up**

\_\_\_\_ Project Set-Up Form (Amount of requested HOME support must correspond with amounts indicated on the HUD-1 Settlement Statement and Project Completion Report)

\_\_\_\_ Financial Information Sheet (FIS)

\_\_\_\_ Proof of Income Eligibility (Verification of Employment or Current Pay stubs)

\_\_\_\_ Hard copy of Sales Contract

**Disbursement Request Submitted:**

\_\_\_\_ Hard copy of Commitment Letter from Lender

\_\_\_\_ Disbursement Request

\_\_\_\_ Copy of the Final Good Faith Estimate submitted from the lender

\_\_\_\_ Revised Financial Information Sheet (FIS) (when loan amount or HOME support amount changes from the original amount submitted during Project Set-up)

**Project Completion Submitted:**

\_\_\_\_ Project Completion Report

\_\_\_\_ Copy of the Recorded Second Deed of Trust

Or

Copy of the Restrictive Covenant Agreement

\_\_\_\_ Hard copy of Entire Appraisal

**SINGLE FAMILY REGIONAL LOAN FUND**



**FINANCIAL INFORMATION SHEET**  
Round 9- FY 2004-2005

**NOTICE:** This financial information sheet must be attached to all Sales Contracts and applications for mortgages when the applicant is receiving all or a portion of the financing through this fund. This form describes the types, terms, and estimated amounts of each funding source proposed for the following applicant/homebuyer:

NAME(s): \_\_\_\_\_  
Property Address: \_\_\_\_\_

*The property is located in a HOME entitlement/non-entitlement jurisdiction. (Circle one).* **Failure to exhaust local HOME entitlement support may result in a reduction of future State HOME allocations.**

A **Single Family Regional Loan Fund (SFRLF) loan** is reserved in the amount of \$\_\_\_\_\_ as a permanent mortgage loan requiring first lien position. The loan carries an interest rate of **4.375%** per annum and is amortized for 30 years. The loan must be originated by an approved VHDA originating agent in accordance with requirements set forth by VHDA. **All SFRLF loans shall be submitted to VHDA for underwriting.** Loans in excess of 95% LTV will require mortgage insurance and will be processed as insured loans through FHS or Rural Development. The applicants household income, with a family size of \_\_\_\_, must not exceed \$\_\_\_\_\_ (**60% of area median income**).

A loan funded by federal **HOME funds** through the Commonwealth of Virginia is proposed, and will be provided by the Regional Administrator, in the amount of \$\_\_\_\_\_. The loan terms include an interest rate of \_\_\_\_ and the loan is amortized/deferred for \_\_\_\_\_ years. The regional administrator will ensure that the project complies with all applicable federal requirements and will process the necessary documents for fund drawdowns and completions.

Other funds provided locally are listed below with applicable terms:

**Note: Total secured financing may not exceed 106% of appraised value or 108% for insured loans.**

Legal Documents: VHDA's Deed of Trust shall at all times be in first lien position, and the rights and remedies provided to VHDA in its Deed of Trust shall at all times be superior to the rights and remedies of the second lien holder. By consenting to the second lien, VHDA shall not be deemed to have waived or modified any of its rights and remedies under its Deed of Trust. The lien of the deed of trust securing the secondary financing and all covenants and restrictions therein shall be released upon foreclosure of VHDA's Deed of Trust. All restrictions on transfers and conveyances contained in the second deed of trust shall terminate upon deed-in-lieu of foreclosure or assignment to the insurer or guarantor of VHDA's mortgage loan. The Secondary Financing Provider agrees to obtain an acknowledgment of and consent to this Section 12 addressed to VHDA from any transferee of the secondary financing prior to such transfer.

<u>Source/Type</u>	<u>Amount</u>	<u>Terms</u>	<u>Secured (Y or N)</u>
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Eligible Borrower(s): The funds are reserved for first-time homebuyers as defined by the IRS for the Mortgage Revenue Bond Program and also comply with the applicable income limitations listed above.

Questions should be addressed to \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Regional Administrator \_\_\_\_\_  
(Organization) \_\_\_\_\_

Authorized Agent \_\_\_\_\_ (type/print name)

Signature \_\_\_\_\_ Phone: \_\_\_\_\_  
Date \_\_\_\_\_

Counseling Fee Amount: \$ \_\_\_\_\_ Inspection Fee: \$ \_\_\_\_\_

Agency providing the counseling \_\_\_\_\_ Phone: \_\_\_\_\_

Intake Fee: \$ \_\_\_\_\_

Single Family Regional Loan Fund  
Program Summary 2005



**SINGLE FAMILY REGIONAL LOAN FUND**

**REQUEST FOR HOME DISBURSMENT**

**Round 9**

*Regional Administrator* \_\_\_\_\_ *Administrator#* \_\_\_\_\_

*Date of Request:* \_\_\_\_\_

*HOME BUYER:* \_\_\_\_\_

*PROPERTY ADDRESS:* \_\_\_\_\_  
\_\_\_\_\_

*VHDA LOAN#* \_\_\_\_\_ *AMOUNT \$* \_\_\_\_\_  
***(4.375% LOANS ONLY)***

**Please attach to the lender's commitment letter**

*ANTICIPATED CLOSING DATE:* \_\_\_\_\_

*AMOUNT OF HOME FUNDS REQUESTED:* \$ \_\_\_\_\_

*PAYABLE TO:* \_\_\_\_\_

*FIN:* \_\_\_\_\_ *attach W-9 if not previously submitted*

*MAILING ADDRESS:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OR**

***MONEY SHOULD BE SENT DIRECTLY TO OUR BANK. EDI TRANSMISSION HAS BEEN ACTIVATED AND VERIFIED.***

**Approved** \_\_\_\_\_ **Cost Code** \_\_\_\_\_ **Date** \_\_\_\_\_



# Project Set-Up Form

## Homeownership Assistance/ Rental Housing Project Set-Up Report

U.S. Department of Housing  
and Urban Development  
Office of Community Planning  
and Development

OMB Approval No. 2506-0171  
(Exp. 01/31/2002)

### Home Program Cash & Management Information System

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

The HOME statute imposes a significant number of data collection and reporting requirements. This includes information on assisted properties, on the owners or tenants of the properties, and on other programmatic areas. The information will be used: 1) to assist HOME participants in managing their programs; 2) to track performance of participants in meeting fund commitment and expenditure deadlines; 3) to permit HUD to determine whether each participant meets the HOME statutory income targeting and affordability requirements; and 4) to permit HUD to determine compliance with other statutory and regulatory program requirements. This data collection is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act or related authorities. Access to Federal grant funds is contingent on the reporting of certain project-specific data elements. Records of information collected will be maintained by the recipients of the assistance. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

**Note:** Complete for all Homeownership Assistance/Rental Housing Projects prior to project set-up and send the completed form to:  
HOME PROGRAM, P.O. Box 23997, L'Enfant Plaza Station,  
Washington, D.C. 20026.

Check the Appropriate Box

Original Submission     Change Owner's Address  
 Ownership Transfer     Revision

**Part A: Call-In** Part A must be called in to HUD to set up project accounts. This completed form must be submitted to HUD immediately after project set-up call.

1. Project Number	2. Name of Participant	6. HOME Funds for Project	
		a. Total Funds Requested + \$	
		b. Participant Number	c. Dollar Amount of Funds
3. Participant Tax ID Number	4. CHDO Tax ID Number		\$
			\$
5. Type of Project			\$
(3) <input type="checkbox"/> Acquisition Only      (5) <input type="checkbox"/> Substantial Rehabilitation			\$
(4) <input type="checkbox"/> Moderate Rehabilitation      (6) <input type="checkbox"/> New Construction			\$
8. Name & Phone Number (including Area Code) of person completing form		9. CHDO Loan	
		(1) <input type="checkbox"/> Yes	
		(2) <input type="checkbox"/> No	\$
			\$
		7. Total Estimated Cost of Project (HOME-assisted units, including other public/private funds)	
		\$	

**Part B: Project Information**

1. Street Address of Project						
1a. City			1b. State	1c. Zip Code		
2. Name of Owner		2a. Last Name		2b. First Name		
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.						
3. Mailing Address of Owner						
3a. City			3b. State	3c. Zip Code		
3d. Phone (Include Area Code)		4. Name of Firm (if applicable)		5. Total Units in Project Prior to Assistance	6. Estimated Units Upon Completion	7. Total HOME-Assisted Units Upon Completion
8. Type of Ownership (Check one box)			9. Tenure Type (Check one box only)		10. Complete for Community Housing Development Organization Projects (check one box)	
(1) <input type="checkbox"/> Individual      (4) <input type="checkbox"/> Not-for-Profit			(1) <input type="checkbox"/> Rental		(1) <input type="checkbox"/> Owned	
(2) <input type="checkbox"/> Partnership      (5) <input type="checkbox"/> Publicly-Owned			(2) <input type="checkbox"/> Homeownership First-Time Buyer		(2) <input type="checkbox"/> Sponsored	
(3) <input type="checkbox"/> Corporation      (9) <input type="checkbox"/> Other			(3) <input type="checkbox"/> Homeownership Rehabilitation		(3) <input type="checkbox"/> Developed	
11. County Code (to be completed by Centralized States only)						





# Project Completion Report

## Homeownership Assistance Project Completion Report

**U.S. Department of Housing  
and Urban Development**  
Office of Community Planning  
and Development

OMB Approval No. 2506-0171  
(Exp. 01/31/2002)

Home Program Cash and Management Information System

Instructions: For Homeownership First-Time Homebuyer Rehabilitation Assistance projects, submit this form not later than 120 days after the final draw and mail the original copy to: Home Program, P.O. Box 23997, L'Enfant Plaza Station, Washington, D.C. 20026.

Mark Appropriate Box  
 Original Submission     Revision

### Part A: Project Information

1. Project Number	2. Name of Participant	3. Participant Tax ID Number	4. CHDO Tax ID Number
5. Name & Phone Number (including area code) of person completing this form		6. Type of Property (check one)	
		(1) <input type="checkbox"/> 1-4 Single Family    (3) <input type="checkbox"/> Cooperative (2) <input type="checkbox"/> Condominium    (4) <input type="checkbox"/> Manufactured Home	

### Part B: Financial Structure of Project

Type of Activity Financed (check one)

(1)  Rehabilitation Only    (3)  Acquisition Only    (5)  Acquisition & New Construction  
 (2)  New Construction Only    (4)  Acquisition & Rehabilitation

#### Project Costs

1. Home Funds <small>(Complete appropriate items (1) - (5))</small>	(1) Direct Loan	Annual Interest Rate %	Amortization Period yrs.	\$		
	(2) Grant			\$		
	(3) Deferred Payment Loan (DPL)	Annual Interest Rate %	Amortization Period yrs.	\$		
	(4) Community Housing Development Organization (CHDO) Loan					
	a. TA Loan			\$		
b. Seed Loan			\$			
Total CHDO Loan (Total items 4a & 4b)				\$		
(5) Other				\$		
<b>Total Home Funds</b> (Total Items (1) - (5))				\$		
2. Public Funds	(1) Other Federal Funds			\$		
	(2) State/Local Appropriated Funds			\$		
	(3) State/Local Tax Exempt Bond Proceeds			\$		
	<b>Total Public Funds</b> (Total Items (1) - (3))					\$
3. Private Funds	(1) Private Loan Funds	Annual Interest Rate %	Amortization Period yrs.	\$		
	(2) Owner Cash Contribution			\$		
	(3) Private Grants			\$		
	<b>Total Private Funds</b> (Total Items (1) - (3))					\$
4. HOME Program Income				\$		
<b>5. Total Project Costs</b> (Total Items 1 - 4)				\$		



**Part C: Financial Assistance to Homebuyer** Note: Complete for first time homebuyer projects only.

1. Initial Purchase Price				\$
2. Appraised Value				\$
3. Total HOME Funds for Downpayment Assistance (sum of 3(a) + 3(b) + 3(c) + 3(d))				\$
(a)	Direct Loan	Annual Interest Rate %	Amortization Period yrs.	\$
(b)	Grant			\$
(c)	Deferred Payment Loan			\$
(d)	Other			\$
4. HOME Program Income for Downpayment Assistance				\$
5. Total HOME Funds for Downpayment Assistance (Items 3-4)				\$

**Part D: Complete for homeownership rehabilitation projects only.**

1. After Rehabilitation Value	\$
2. Single Family Mortgage Limit	\$

**Part E: Household Characteristics** Complete the first line for the unit to be occupied by an owner. Fill out the second (third/fourth) line(s) for the rental unit(s), if any. For an unoccupied unit, enter unit number, number of bedrooms and total rent and "9" as instructed.

Project Address						Project Number					
-----------------	--	--	--	--	--	----------------	--	--	--	--	--

Unit No.	No. of Bedrooms	Is Unit Occupied?	Tenants Before	Monthly Rent (including Tenant Paid Utilities)			Income Data		Race/Ethnicity of Head of Household	Size of Household	Head of Household	Rental Assistance
				Tenant Contribution	Subsidy Amount	Total Rent	Monthly Gross Income	% of Area Median				
	0 - Efficiency 1 - 1Bdrm 2 - 2Bdms 3 - 3Bdms 4 - 4Bdms 5 - 5 or more Bdms	1 - Tenant 2 - Owner 9 - Vacant	1 - Yes 2 - No				1 - 0 - 30% 2 - 30 - 50% 3 - 50 - 60% 4 - 60 - 80%	1 - White 2 - Black 3 - Native Amer. 4 - Asian /Islander 5 - Hispanic 9 - Vacant	1 - 1 Person 2 - 2 Persons 3 - 3 Persons 4 - 4 Persons 5 - 5 Persons 6 - 6 Persons 7 - 7 Persons 8 - 8 or more Persons 9 - Vacant	1 - Single/ Non Elderly 2 - Elderly 3 - Related/ Single Parent 4 - Related/ Parent 5 - Other 9 - Vacant	1 - Section 8 2 - HOME/TBA 3 - Other Assistance 4 - No Assistance 9 - Vacant	



# Housing Quality Standard (HQS) Checklist

## Inspection Checklist

Housing Choice Voucher Program

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(Exp. 9/30/2002)

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This collection of information is authorized under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information is used to determine if a unit meets the housing quality standards of the section 8 rental assistance program.

Name of Family	Tenant ID Number	Date of Request (mm/dd/yyyy)
Inspector	Neighborhood/Census Tract	Date of Inspection (mm/dd/yyyy)
Type of Inspection <input type="checkbox"/> Initial <input type="checkbox"/> Special <input type="checkbox"/> Reinspection	Date of Last Inspection (mm/dd/yyyy)	PHA

<b>A. General Information</b>		Housing Type (check as appropriate) <input type="checkbox"/> Single Family Detached <input type="checkbox"/> Duplex or Two Family <input type="checkbox"/> Row House or Town House <input type="checkbox"/> Low Rise: 3, 4 Stories, Including Garden Apartment <input type="checkbox"/> High Rise: 5 or More Stories <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Congregate <input type="checkbox"/> Cooperative <input type="checkbox"/> Independent Group Residence <input type="checkbox"/> Single Room Occupancy <input type="checkbox"/> Shared Housing <input type="checkbox"/> Other
Inspected Unit	Year Constructed (yyyy)	
Full Address (including Street, City, County, State, Zip)		
Number of Children in Family Under 6		
<b>Owner</b>		
Name of Owner or Agent Authorized to Lease Unit Inspected		Phone Number
Address of Owner or Agent		

<b>B. Summary Decision On Unit</b> (To be completed after form has been filled out)			
<input type="checkbox"/> Pass	Number of Bedrooms for Purposes of the FMR or Payment Standard	Number of Sleeping Rooms	
<input type="checkbox"/> Fail			
<input type="checkbox"/> Inconclusive			

Inspection Checklist						
Item No.	1. Living Room	Yes Pass	No Fail	In-Conc	Comment	Final Approval Date (mm/dd/yyyy)
1.1	Living Room Present					
1.2	Electricity					
1.3	Electrical Hazards					
1.4	Security					
1.5	Window Condition					
1.6	Ceiling Condition					
1.7	Wall Condition					
1.8	Floor Condition					

\* Room Codes: 1 = Bedroom or Any Other Room Used for Sleeping (regardless of type of room); 2 = Dining Room or Dining Area;  
3 = Second Living Room, Family Room, Den, Playroom, TV Room; 4 = Entrance Halls, Corridors, Halls, Staircases; 5 = Additional Bathroom; 6 = Other

Previous editions are obsolete

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Form HUD-52580 (3/2001)  
ref Handbook 7420.6



Item No.	1. Living Room (Continued)	Yes Pass	No Fail	In-Conc.	Comment	Final Approval Date (mm/dd/yyyy)
1.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
<b>2. Kitchen</b>						
2.1	Kitchen Area Present					
2.2	Electricity					
2.3	Electrical Hazards					
2.4	Security					
2.5	Window Condition					
2.6	Ceiling Condition					
2.7	Wall Condition					
2.8	Floor Condition					
2.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
2.10	Stove or Range with Oven					
2.11	Refrigerator					
2.12	Sink					
2.13	Space for Storage, Preparation, and Serving of Food					
<b>3. Bathroom</b>						
3.1	Bathroom Present					
3.2	Electricity					
3.3	Electrical Hazards					
3.4	Security					
3.5	Window Condition					
3.6	Ceiling Condition					
3.7	Wall Condition					
3.8	Floor Condition					
3.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint? If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
3.10	Flush Toilet in Enclosed Room in Unit					
3.11	Fixed Wash Basin or Lavatory in Unit					
3.12	Tub or Shower in Unit					
3.13	Ventilation					

Previous editions are obsolete

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form HUD-52580 (3/2001)  
ref Handbook 7420.8



Item No.	4. Other Rooms Used For Living and Halls	Yes Pass	No Fail	In-Conc.	Comment	Final Approval Date (mm/dd/yyyy)
4.1	Room Code* and Room Location <input type="checkbox"/>	(Circle One) Right/Center/Left		(Circle One) Front/Center/Rear	____ Floor Level	
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint?  If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
4.10	Smoke Detectors					
4.1	Room Code* and Room Location <input type="checkbox"/>	(Circle One) Right/Center/Left		(Circle One) Front/Center/Rear	____ Floor Level	
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint?  If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
4.10	Smoke Detectors					
4.1	Room Code* and Room Location <input type="checkbox"/>	(Circle One) Right/Center/Left		(Circle One) Front/Center/Rear	____ Floor Level	
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint?  If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
4.10	Smoke Detectors					

Previous editions are obsolete

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ref Handbook 7420.8



Item No.	4. Other Rooms Used For Living and Halls	Yes Pass	No Fail	In-Conc.	Comment	Final Approval Date (mm/dd/yyyy)
4.1	Room Code* and Room Location <input type="checkbox"/>				(Circle One) Right/Center/Left (Circle One) Front/Center/Rear ____ Floor Level	
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint?  If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
4.10	Smoke Detectors					
4.1	Room Code* and Room Location <input type="checkbox"/>				(Circle One) Right/Center/Left (Circle One) Front/Center/Rear ____ Floor Level	
4.2	Electricity/Illumination					
4.3	Electrical Hazards					
4.4	Security					
4.5	Window Condition					
4.6	Ceiling Condition					
4.7	Wall Condition					
4.8	Floor Condition					
4.9	Lead-Based Paint Are all painted surfaces free of deteriorated paint?  If not, do deteriorated surfaces exceed two square feet per room and/or is more than 10% of a component?				<input type="checkbox"/> Not Applicable	
4.10	Smoke Detectors					
<b>5. All Secondary Rooms (Rooms not used for living)</b>						
5.1	None Go to Part 6					
5.2	Security					
5.3	Electrical Hazards					
5.4	Other Potentially Hazardous Features in these Rooms					



Item No.	6. Building Exterior	Yes Pass	No Fail	In-Conc.	Comment	Final Approval Date (mm/dd/yyyy)
6.1	Condition of Foundation					
6.2	Condition of Stairs, Rails, and Porches					
6.3	Condition of Roof/Gutters					
6.4	Condition of Exterior Surfaces					
6.5	Condition of Chimney					
6.6	Lead Paint: Exterior Surfaces Are all painted surfaces free of deteriorated paint?  If not, do deteriorated surfaces exceed 20 square feet of total exterior surface area?				<input type="checkbox"/> Not Applicable	
6.7	Manufactured Home: Tie Downs					
<b>7. Heating and Plumbing</b>						
7.1	Adequacy of Heating Equipment					
7.2	Safety of Heating Equipment					
7.3	Ventilation/Cooling					
7.4	Water Heater					
7.5	Approvable Water Supply					
7.6	Plumbing					
7.7	Sewer Connection					
<b>8. General Health and Safety</b>						
8.1	Access to Unit					
8.2	Fire Exits					
8.3	Evidence of Infestation					
8.4	Garbage and Debris					
8.5	Refuse Disposal					
8.6	Interior Stairs and Common Halls					
8.7	Other Interior Hazards					
8.8	Elevators					
8.9	Interior Air Quality					
8.10	Site and Neighborhood Conditions					
8.11	Lead-Based Paint: Owner's Certification				<input type="checkbox"/> Not Applicable	

If the owner is required to correct any lead-based paint hazards at the property including deteriorated paint or other hazards identified by a visual assessor, a certified lead-based paint risk assessor, or certified lead-based paint inspector, the PHA must obtain certification that the work has been done in accordance with all applicable requirements of 24 CFR Part 35. The Lead-Based Paint Owner Certification must be received by the PHA before the execution of the HAP contract or within the time period stated by the PHA in the owner HQS violation notice. Receipt of the completed and signed Lead-Based Paint Owner Certification signifies that all HQS lead-based paint requirements have been met and no re-inspection by the HQS inspector is required.



**C. Special Amenities (Optional)**

This Section is for optional use of the HA. It is designed to collect additional information about other positive features of the unit that may be present. Although the features listed below are not included in the Housing Quality Standards, the tenant and HA may wish to take them into consideration in decisions about renting the unit and the reasonableness of the rent.  
Check/list any positive features found in relation to the unit.

**1. Living Room**

- High quality floors or wall coverings
- Working fireplace or stove
- Balcony, patio, deck, porch
- Special windows or doors
- Exceptional size relative to needs of family
- Other: (Specify)

**2. Kitchen**

- Dishwasher
- Separate freezer
- Garbage disposal
- Eating counter/breakfast nook
- Pantry or abundant shelving or cabinets
- Double oven/self cleaning oven, microwave
- Double sink
- High quality cabinets
- Abundant counter-top space
- Modern appliance(s)
- Exceptional size relative to needs of family
- Other: (Specify)

**3. Other Rooms Used for Living**

- High quality floors or wall coverings
- Working fireplace or stove
- Balcony, patio, deck, porch
- Special windows or doors
- Exceptional size relative to needs of family
- Other: (Specify)

**4. Bath**

- Special feature shower head
- Built-in heat lamp
- Large mirrors
- Glass door on shower/tub
- Separate dressing room
- Double sink or special lavatory
- Exceptional size relative to needs of family
- Other: (Specify)

**5. Overall Characteristics**

- Storm windows and doors
- Other forms of weatherization (e.g., insulation, weather stripping)
- Screen doors or windows
- Good upkeep of grounds (i.e., site cleanliness, landscaping, condition of lawn)
- Garage or parking facilities
- Driveway
- Large yard
- Good maintenance of building exterior
- Other: (Specify)

**6. Disabled Accessibility**

Unit is accessible to a particular disability:  Yes  No  
Disability \_\_\_\_\_

**D. Questions to ask the Tenant (Optional)**

1. Does the owner make repairs when asked? Yes  No
2. How many people live there? \_\_\_\_\_
3. How much money do you pay to the owner/agent for rent? \$ \_\_\_\_\_
4. Do you pay for anything else? (specify) \_\_\_\_\_
5. Who owns the range and refrigerator?(insert O = Owner or T = Tenant) Range \_\_\_\_\_ Refrigerator \_\_\_\_\_ Microwave \_\_\_\_\_
6. Is there anything else you want to tell us? (specify) Yes  No



**E. Inspection Summary/Comments** (Optional)

Provide a summary description of each item which resulted in a rating of "Fail" or "Pass with Comments."

Tenant ID Number	Inspector	Date of Inspection (mm/dd/yyyy)	Address of Inspected Unit
Type of Inspection	Initial <input type="checkbox"/>	Special <input type="checkbox"/>	Reinspection <input type="checkbox"/>
Item Number	Reason for "Fail" or "Pass with Comments" Rating		

Continued on additional page  Yes  No

Previous editions are obsolete

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## FIPS Codes - Counties

Volume No. 2 - Classification & Coding Structure	<b>TOPIC NO.</b>	<b>60104</b>
Function No. 60100 - CARS	<b>TOPIC</b>	<b>AGENCY AND FIPS CODES</b>
	<b>DATE</b>	July 2002

### Federal Information Processing Standards (FIPS) Codes, Continued

**Counties**      The detailed FIPS Codes for the counties in Virginia are listed in alphabetical sequence by name of the county.

Accomack	001	Franklin	067	Northumberland	133
Albemarle	003	Frederick	069	Nottoway	135
Alleghany	005	Giles	071	Orange	137
Amelia	007	Gloucester	073	Page	139
Amherst	009	Goochland	075	Patrick	141
Appomattox	011	Grayson	077	Pittsylvania	143
Arlington	013	Greene	079	Powhatan	145
Augusta	015	Greensville	081	Prince Edward	147
Bath	017	Halifax	083	Prince George	149
Bedford	019	Hanover	085	Prince William	153
Bland	021	Henrico	087	Pulaski	155
Botetourt	023	Henry	089	Rappahannock	157
Brunswick	025	Highland	091	Richmond	159
Buchanan	027	Isle of Wight	093	Roanoke	161
Buckingham	029	James City	095	Rockbridge	163
Campbell	031	King and Queen	097	Rockingham	165
Caroline	033	King George	099	Russell	167
Carroll	035	King William	101	Scott	169
Charles City	036	Lancaster	103	Shenandoah	171
Charlotte	037	Lee	105	Smyth	173
Chesterfield	041	Loudoun	107	Southampton	175
Clarke	043	Louisa	109	Spotsylvania	177
Craig	045	Lunenburg	111	Stafford	179
Culpeper	047	Madison	113	Surry	181
Cumberland	049	Mathews	115	Sussex	183
Dickenson	051	Mecklenburg	117	Tazewell	185
Dinwiddie	053	Middlesex	119	Warren	187
Essex	057	Montgomery	121	Washington	191
Fairfax	059	Nelson	125	Westmoreland	193
Fauquier	061	New Kent	127	Wise	195
Floyd	063	Northampton	131	Wyth	197
Fluvanna	065			York	199



## FIPS Codes - Cites

Volume No. 2 - Classification & Coding Structure	TOPIC NO. <span style="float: right;">60104</span>
Function No. 60100 - CARS	TOPIC <span style="float: right;">AGENCY AND FIPS CODES</span>
	DATE <span style="float: right;">July 2002</span>

### Federal Information Processing Standards (FIPS) Codes, Continued

**Cities**

The detailed FIPS Codes for the independent cities in Virginia are listed below in alphabetical sequence by name of the city.

CITY	FIPS CODE	CITY	FIPS CODE
Alexandria	510	Manassas	683
Bedford	515	Manassas Park	685
Bristol	520	Martinsville	690
Buena Vista	530	Newport News	700
Charlottesville	540	Norfolk	710
Chesapeake	550	Norton	720
Colonial Heights	570	Petersburg	730
Covington	580	Poquoson	735
Danville	590	Portsmouth	740
Emporia	595	Radford	750
Fairfax	600	Richmond	760
Falls Church	610	Roanoke	770
Franklin	620	Salem	775
Fredericksburg	630	Staunton	790
Galax	640	Suffolk	800
Hampton	650	Virginia Beach	810
Harrisonburg	660	Waynesboro	820
Hopewell	670	Williamsburg	830
Lexington	678	Winchester	840
Lynchburg	680		



## FIPS Codes - Towns

Volume No. 2 - Classification & Coding Structure	TOPIC NO. 60104
Function No. 60100 - CARS	TOPIC AGENCY AND FIPS CODES
	DATE July 2002

### Federal Information Processing Standards (FIPS) Codes, Continued

**Towns** The detailed FIPS Codes for towns in Virginia are listed below in alphabetical sequence by name of the town. The county in which the town resides is in parenthesis.

FIPS CODE	LOCALITY
300	Abingdon (Washington County)
301	Accomac (Accomack County)
302	Alberta (Brunswick County)
303	Altavista (Campbell County)
304	Amherst (Amherst County)
305	Appalachia (Wise County)
306	Appomattox (Appomattox County)
307	Ashland (Hanover County)
308	Belle Haven (Accomack, Northampton County)
309	Berryville (Clarke County)
310	Big Stone Gap (Wise County)
311	Blacksburg (Montgomery County)
312	Blackstone (Nottoway County)
313	Bloxom (Accomack County)
314	Bluefield (Tazewell County)
315	Boones Mill (Franklin County)
316	Bowling Green (Caroline County)
317	Boyce (Clarke County)
318	Boydton (Mecklenburg County)
319	Boykins (Southampton County)
320	Branchville (Southampton County)
321	Bridgewater (Rockingham County)
322	Broadway (Rockingham County)
323	Broadnax (Brunswick, Mecklenburg County)
324	Brookneal (Campbell County)
325	Buchanan (Botetourt County)
326	Burkeville (Nottoway County)
327	Cape Charles (Northampton County)
328	Capron (Southampton County)
329	Cedar Bluff (Tazewell County)
330	Charlotte Court House (Charlotte County)
331	Chase City (Mecklenburg County)
332	Chatham (Pittsylvania County)
333	Cheriton (Northampton County)
493	Clifton Forge (Alleghany County)
334	Chilhowie (Smyth County)
335	Chincoteague (Accomack County)
336	Christiansburg (Montgomery County)



Volume No. 2 - Classification & Coding Structure	TOPIC NO.	60104
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	DATE	July 2002

## Federal Information Processing Standards (FIPS) Codes, Continued

Towns,  
continued

Listing continued from previous page.

FIPS CODE	LOCALITY
337	Claremont (Surry County)
338	Clarksville (Mecklenburg County)
339	Cleveland (Russell County)
340	Clifton (Fairfax County)
490	Clinchco (Dickenson County)
341	Clinchport (Scott County)
342	Clintonwood (Dickenson County)
344	Coeburn (Wise County)
345	Colonial Beach (Westmoreland County)
346	Columbia (Fluvanna County)
347	Courtland (Southampton County)
348	Craigsville (Augusta County)
349	Crewe (Nottoway County)
350	Culpeper (Culpeper County)
351	Damascus (Washington County)
352	Dayton (Rockingham County)
353	Dendron (Surry County)
354	Dillwyn (Buckingham County)
355	Drakes Branch (Charlotte County)
357	Dublin (Pulaski County)
358	Duffield (Scott County)
359	Dumfries (Prince William County)
360	Dungannon (Scott County)
361	Eastville (Northampton County)
362	Edinburg (Shenandoah County)
363	Elkton (Rockingham County)
364	Exmore (Northampton County)
365	Farmville (Cumberland, Prince Edward County)
366	Fincastle (Botetourt County)
367	Floyd (Floyd County)
368	Fries (Grayson County)
369	Front Royal (Warren County)
370	Gate City (Scott County)
371	Glade Spring (Washington County)
372	Glasgow (Rockbridge County)
373	Glen Lyn (Giles County)
374	Gordonsville (Orange County)
375	Goshen (Rockbridge County)
376	Gretna (Pittsylvania County)



Volume No. 2 - Classification & Coding Structure	TOPIC NO.	60104
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## Federal Information Processing Standards (FIPS) Codes, Continued

Towns,  
continued

Listing continued from previous page.

FIPS CODE	LOCALITY
377	Grottoes (Augusta, Rockingham County)
378	Grundy (Buchanan County)
379	Halifax (Halifax County)
380	Hallwood (Accomack County)
381	Hamilton (Loudoun County)
382	Haymarket (Prince William County)
383	Haysi (Dickinson County)
384	Herndon (Fairfax County)
385	Hillsboro (Loudoun County)
386	Hillsville (Carroll County)
387	Honaker (Russell County)
388	Hurt (Pittsylvania County)
389	Independence (Grayson County)
390	Iron Gate (Alleghany County)
391	Irvington (Lancaster County)
392	Ivor (Southampton County)
393	Jarratt (Greensville, Sussex County)
394	Jonesville (Lee County)
395	Keller (Accomack County)
396	Kenbridge (Lunenburg County)
397	Keysville (Charlotte County)
398	Kilmarnock (Lancaster, Northumberland County)
399	La Crosse (Mecklenburg County)
400	Lawrenceville (Brunswick County)
401	Lebanon (Russell County)
402	Leesburg (Loudoun County)
403	Louisa (Louisa County)
404	Lovettsville (Loudoun County)
405	Luray (Page County)
406	Madison (Madison County)
407	Marion (Smyth County)
408	McKenney (Dinwiddie County)
409	Melfa (Accomack County)
410	Middleburg (Loudoun County)
411	Middletown (Frederick County)
412	Mineral (Louisa County)
413	Monterey (Highland County)



Volume No. 2 - Classification & Coding Structure	TOPIC NO.	60104
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## Federal Information Processing Standards (FIPS) Codes, Continued

Towns,  
continued

Listing continued from previous page.

FIPS CODE	LOCALITY
414	Montross (Westmoreland County)
415	Mount Crawford (Rockingham County)
416	Mouth Jackson (Shenandoah County)
417	Narrows (Giles County)
418	Nassawadox (Northampton County)
419	New Castle (Craig County)
420	New Market (Shenandoah County)
421	Newsoms (Southampton County)
422	Nickelsville (Scott County)
423	Occoquan (Fairfax, Prince William County)
424	Onancock (Accomack County)
425	Onley (Accomack County)
426	Orange (Orange County)
427	Painter (Accomack County)
428	Pamplin City (Appomattox, Prince Edward County)
429	Parksley (Accomack County)
430	Pearisburg (Giles County)
431	Pembroke (Giles County)
432	Pennington Gap (Lee County)
433	Phenix (Charlotte County)
434	Pocahontas (Tazewell County)
435	Port Royal (Caroline County)
436	Pound (Wise County)
437	Pulaski (Pulaski County)
438	Purcellville (Loudoun County)
439	Quantico (Prince William County)
440	Remington (Fauquier County)
441	Rich Creek (Giles County)
442	Richlands (Tazewell County)
443	Ridgeway (Henry County)
444	Rocky Mount (Franklin County)
445	Round Hill (Loudoun County)
446	Rural Retreat (Wythe County)
447	Saint Charles (Lee County)
448	Saint Paul (Russell, Wise County)
449	Saltville (Smyth, Washington County)
450	Saxis (Accomack County)



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Function No. 60100 - CARS	TOPIC	AGENCY AND FIPS CODES
	DATE	July 2002

## Federal Information Processing Standards (FIPS) Codes, Continued

Towns,  
continued

Listing continued from previous page.

FIPS CODE	LOCALITY
451	Scottsburg (Halifax County)
452	Scottsville (Albemarle, Fluvanna County)
453	Shenandoah (Page County)
454	Smithfield (Isle of Wight County)
492	South Boston (Halifax County)
455	South Hill (Mecklenburg County)
456	Stanardsville (Greene County)
457	Stanley (Page County)
458	Stephens City (Frederick County)
459	Stony Creek (Sussex County)
460	Strasburg (Shenandoah County)
461	Stuart (Patrick County)
462	Surry (Surry County)
463	Tangier (Accomack County)
464	Tappahannock (Essex County)
465	Tazewell (Tazewell County)
466	The Plains (Fauquier County)
467	Timberville (Rockingham County)
468	Toms Brook (Shenandoah County)
469	Troutdale (Grayson County)
470	Troutville (Botetourt County)
471	Urbanna (Middlesex County)
472	Victoria (Lunenburg County)
473	Vienna (Fairfax County)
474	Vinton (Roanoke County)
475	Virgilina (Halifax County)
476	Wachapreague (Accomack County)
477	Wakefield (Sussex County)
478	Warrenton (Fauquier County)
479	Warsaw (Richmond County)
480	Washington (Rappahannock County)
481	Waverly (Sussex County)
482	Weber City (Scott County)
483	West Point (King William County)
484	White Stone (Lancaster County)
485	Windsor (Isle of Wight County)
486	Wise (Wise County)
487	Woodstock (Shenandoah County)
488	Wytheville (Wythe County)
489	Yorktown (York County)



## EDI Payment Agreement for Vendors

For information about filling out these EDI forms or on the Commonwealth of Virginia's Financial Electronic Data Interchange program, refer to the "Trading Partner Guide" on the Department of Accounts website, [www.doa.state.va.us](http://www.doa.state.va.us). Click on the "EDI" button and scroll down for a listing of the EDI documents available on the website.

**A payment format, either CCD or CTX, must be selected on the Electronic Payment Information Form.** These formats determine how the remittance detail (e.g., invoice number, invoice date or customer account number) for your payments is routed to your company.

**CTX** routes the remittance detail to your financial institution along with the funds. Your financial institution should translate and relay the electronic remittance detail to your company. Contact your financial institution before signing up to find out what you will receive from them. There is no charge by the Commonwealth of Virginia associated with the CTX payment format.

**CCD** routes the remittance detail through a Value Added Network (VAN) while your funds are routed to your financial institution. The remittance detail can be sent to a VAN with which your company has contracted or a VAN with which the Commonwealth of Virginia has contracted. The Commonwealth of Virginia has contracted with a company for remittance detail to be faxed to those companies that sign up for this service. There is a minimum \$25.00 monthly fee for this fax service.

Fax completed forms to:      General Accounting Unit  
   Department of Accounts  
   (804) 225-4250

