



**The Homebuyer's Team  
Program Information**

**For loan closings in St. Louis County,  
Jefferson County, St. Charles County,  
O'Fallon, the City of St. Charles, City of  
Florissant, unincorporated  
St. Charles and St. Louis Counties**

**6506 Wright Way, St. Louis MO, 63121**

**Phone (314) 533-0600**

**Fax (314) 665-3041**



The staff of Beyond Housing's Neighbor Works<sup>®</sup> Homeownership Center is excited to work with you as a part of The Homebuyer's Team. The Homebuyer's team works to make the dream of homeownership a reality for low- to moderate income households in St. Louis and the surrounding region. We also work to make homeownership an asset-building and wealth-creating experience.

As a team, we strive to help each Homebuyer complete the home purchasing process in a timely manner and as stress-free as possible.

This information is intended to assist eligible homebuyers in obtaining funds for closing and down payment costs.



### **The step by step process:**

1. Complete 8 hours of education class. **(Your certificate is good for two years)**
2. Complete a one-on-one advising session and achieve "Homeownership Ready Status". During your advising session let your home ownership advisor know you are interested in one of the down-payment assistance programs. Please note: *advisors do not approve you for down-payment assistance.*
3. Obtain a Realtor and Lender
4. Have your Lender and Realtor send all information requested from File checklist to Lending Department Attn: Stacey Preston 314-376-5841 [spreston@beyondhousing.org](mailto:spreston@beyondhousing.org) or fax 314-665-3041
5. Work with the Lending Department for loan approval to complete your file and close on your new home.

**Beyond Housing's Lending Department issues a commitment letter for down-payment and closing cost funds after verifying required documents. Do not assume you are qualified until you have received an approval letter.**

# Beyond Housing

## Catch the Dream – Keep the Dream 2017 Home Buyer Education Training Schedule:

DATE	LOCATION
May 6	St. Charles
June 24	Arnold
July 15	St. Charles
August 12	Ferguson
Sept 16	St. Charles
Oct 14	Pagedale
Nov 4	St. Charles
Dec 9	Pagedale

**Pagedale class location: Excel Center 6724 Page Blvd, Pagedale, 63133**

**St. Charles class location: St. Charles Library—Spencer Road Branch  
427 Spencer Rd \* St. Peters 63376**

**Ferguson class location: Central Bank of St. Louis, 10704 West Florissant Ave \* St. Louis  
63136**

**Arnold class location: Coldwell Banker Gundaker, 1925 Richardson Road \* Arnold 63010**

**Class Tuition - \$100.00 (Includes materials and lunch)**

**Online Class Tuition -\$125.00 Register: BeyondHousing.org website under Housing Services**

***Dates & Locations Subject to Change – Please Call to Confirm***

## Program Overview

**These guidelines are established by HUD and are subject to change annually. Beyond Housing's Lending Department issues a commitment letter for down-payment and closing cost funds after verifying required documents. Do not assume you are qualified until you receive an approval letter.**

Funds are released annually. Funds are limited and are on a first come first served basis. Funds are reserved upon receipt of a fully executed sales contract. Please forward sales contract to [spreston@beyondhousing.org](mailto:spreston@beyondhousing.org). Visit [www.beyondhousing.org](http://www.beyondhousing.org) under the program tab >Housing Services

The 1<sup>st</sup> Home Program offers a limited number of loans to homebuyers within St Louis County, City of Florissant, Jefferson County, City of St Charles and St Charles County\*. Funds can be used for down payment and closing costs.

### **Overview and requirements:**

- **Must be a first time home buyer-** a first time homebuyer, having not owned a home in the past three years or having lost a home due to divorce and have custody of children from the divorce. (Unincorporated St. Charles County does NOT have this restriction).
- Homebuyers must **complete homebuyer education and one-on-one counseling**. To register for the Homebuyer Education Class please visit the website
- **Forgivable Loan information:**
  - **\$3,500.00 for the City of Florissant**
  - **\$5,000.00 for Jefferson County**
  - **\$5,000.00 for the City of St Charles**
  - **\$5,000.00 for the City of O'Fallon**
  - **\$5,000.00 for \*St Charles County**
- \*St Charles County includes Cottleville, Dardenne Prairie, Lake St. Louis, St Peters, Weldon Spring, Wentzville and all of unincorporated St Charles County

These loans are 0% interest, require NO monthly payments and are forgiven after five years. If at any time during the five year term, the Homebuyer decides to move or sell the property, the total loan amount must be repaid to the jurisdiction.

- **Deferred Loan information:** 0% interest
  - **\$3,000.00 for St. Louis County**

Deferred loans are 0% interest, require NO monthly payments and upon sale, transfer of title or refinance, *the total loan amount will have to be paid back to the jurisdiction.*

- Both the homebuyer and the house itself must qualify to be eligible for down payment and closing cost assistance.

- Property must not have been tenant occupied within the last 90 days.
- Must have at least **\$1,000.00** of your own funds within the transaction. Funds must be listed on the Closing Disclosure at time of closing.
- **Gross Household** (before taxes) income from all sources (including wages, SSI, disability, retirement, pension, etc.) must not exceed **80% of HUD median income.** (see below)\*  
\*For income guideline purposes, a household includes **all** people residing in the home.
- **Purchase Price** must not exceed existing/new home limits (see below)\*\*
- Debt to Income (DTI) can not exceed 36% of housing payment and 42% including all other debts listed on credit report
- The Homebuyer must qualify for a fixed-rate FHA, VA, MHDC, Fannie Mae or Freddie Mac loan or an **approved** portfolio product with a minimum term of 10 years. It should be fixed-rate, of A or A- quality with no negative amortization. Total CLTV cannot exceed 105%.
- For FHA 203k loans, total CLTV cannot exceed 110% and the property **MUST** pass all required inspections *prior* to closing
- Funds from Beyond Housing **CANNOT** be used to pay the agents commission, repairs, or pay down debt needed to qualify for the loan.
- The home being purchased with the funds **must pass occupancy inspection** for the applicable jurisdiction as well as other required inspections listed in the **File items needed** (see pages 6-7)
- The Homebuyer will sign a separate set of loan documents and a lien will be placed against the property for the down payment and closing cost assistance.
- Beyond Housing does not allow a 'broker fee', 'brokerage commission' etc.
- The exact amount of funds received will reflect on the final closing disclosure minus title service charges and recording fees. Two-Hundred and Twenty Five dollars (\$225) is the maximum amount allowed.
- **Approved Title Agents** (see page 15)

**\*Total household\* income of Homebuyer must be 80% or below the St. Louis Area Median Income (AMI) as established by the Department of Housing and Urban Development FY 2017 Income Limits for 80% of HUD Area Median Gross Income:**

1 person - \$41,750	5 persons - \$64,400
2 persons - \$47,700	6 persons - \$69,150
3 persons - \$53,650	7 persons - \$73,950
4 persons - \$59,600	8 persons - \$78,700

**\*\*Purchase price must NOT exceed sales price limits as follows:**

FY 2017 HOME Homeownership Sales Price Limits

	Existing Home Limit	New Construction Home Limit
St. Louis County	\$147,000	\$224,000
St. Charles County	\$162,000	\$224,000
Jefferson County	\$143,000	\$224,000

We work with the buyer's real estate agent and loan officer to gather required documents for scheduled closings. This requires cooperation from the agents, their assistants, the loan officers and their processors. Thank you in advance!

## **Please forward all items listed below and forward Checklist to your Lender and Realtor**

### **File Checklist\***

#### **Step I:**

#### **Documents Needed to Submit File for DPA Underwriting:**

##### **FROM THE CLIENT:**

#### **☐ Fully Executed Residential Sales Contract with all addendums**

#### **☐ All Household Income to Include:**

Most recent paystubs covering at least 90 days:

- If paid weekly: 14 paystubs
- If paid bi-weekly (every other week): 7 paystubs
- If paid semi-monthly (2x per month): 6 paystubs
- If paid monthly: 3 paystubs

#### **☐ Most recent W-2s**

#### **☐ If self-employed: most recent 2 years federal tax return and**

#### **☐ Other income documents such as child support printout, social security award letter, pension stubs for **all** household members 18 years or older and dated within 6 weeks of closing. (Married**

Individuals that are legally separated must provide the legal separation agreement. If not legally separated the spouse's income and credit will be included in the household and must be provided.)

#### **☐ Notarized Statement of No Child Support or No Income, if applicable**

##### **FROM THE LENDER:**

#### **☐ 1003 Loan Application**

#### **☐ Loan Estimate with subject property listed**

#### **☐ Recent Credit**

#### **☐ Most recent checking and savings account statement**

\*(The list is applicable *after* the client completes home buyer education, meets with their Home Ownership Advisor and been given a status of *Home Ownership Ready*)

## **Step 2:**

**Once approved for Down-Payment Assistance, the client will receive an approval letter.**

The items listed below are then required:

### **FROM THE LENDER:**

- ❑ **Loan commitment letter showing final loan amount, rate and term**
- ❑ **Commitment for Title Insurance showing applicable jurisdiction as a lien holder, name and number of closing agent from Title company- This must be an **approved title agent** with Beyond Housing. All title agent approved with Beyond Housing have approval certificates**
- ❑ **Residential Appraisal Report – Full URAR with the value no less than the contract sales price**
- ❑ **Flood Certification from Lender**
- ❑ **Homeowner’s Insurance Certificate showing coverage and contact information for insurance agent**

### **FROM THE AGENT/REALTOR FOR ALL CONTRACTS:**

- ❑ **Survey (spot required; boundary/stake survey advised )**
- ❑ **Occupancy permit and visual lead from applicable jurisdiction based on their First-time Homebuyer’s Inspection (*please see inspection procedures starting on Page 9*)**
- ❑ **Occupancy Permit or a Code Compliance Letter from local municipality, if applicable**
- ❑ **Third-party building inspection performed by NASHI OR ASHI-Certified Building Inspector**
- ❑ **Inspection notice signed by seller and buyer**
- ❑ **Seller signed URA statement of occupancy**
- ❑ **Termite Inspection with any infestations treated**

**We recommend NOT ordering County inspections until you have received an approval letter.**

**Beyond Housing's Lending Department will issue a commitment letter for down-payment and closing cost funds after verifying required documents. If the information changes or expires, a new approval letter will need to be issued.**

**The exact amount of funds received is reflected on the final settlement statement. Recording fees and title service fees will be deducted from the total amount received. Please provide all Paid Outside of closing receipts to the title company agent.**

**All items should be faxed to (314) 665-3041 Attn: Stacey Preston or emailed to [spreston@beyondhousing.org](mailto:spreston@beyondhousing.org) or hand delivered as soon as possible.**

**Beyond Housing must be clear to close **5 days** prior to closing. Please keep this in mind when scheduling the closing.**

### **The guidelines for an AS IS Property:**

**Some "as is" homes cannot obtain occupancy permits prior to closing. Occupancy permits for the jurisdictions and the municipality are**

**required for the program prior to closing.** If the home you are buying cannot obtain the occupancy permits, the home would not be eligible for the program.

If your client is willing to repair the home PRIOR to closing, Beyond Housing will need the documentation below to approve the property prior to the repairs being done:

1. Failed inspections
2. Contractor Bids on all items on the inspections
3. Appraisal
4. Client Bank statements The repairs plus the sales price cannot exceed the appraised value. The property condition must be approved by Beyond Housing prior to making any repairs.



# INSPECTION PROCEDURES

## St. Louis County Public Works Department HOME Inspection

### Procedures:

**Buyer (or Buyer's Real Estate Agent) must visit appropriate Public Works Office and request and pay for the "First Time Homebuyer Inspection".**

**Inspection will be scheduled within 1 to 2 days. Buyer must specify who will meet inspector at the home. Inspection will take 1 ½ hours to complete.**

**Buyer will receive a copy of the checklist and if no violations occur will receive an Occupancy Permit\* and Visual Lead Clearance in the mail, or may pick it up within 1-2 days. (You must get this to Beyond Housing at least 5 business days prior to your closing)**

**If violations are present, buyer must notify Public Works when violations have been repaired and schedule re-inspection.**

### Costs:

**\$95.50 for initial inspection plus one re-inspect.**

**\$44.00 per hour for additional inspections.**

**No checks accepted, only money order, cash or cashier checks.**

### Offices:

**North of Hwy 40  
North County Government Center  
21 Village Square  
Hazelwood MO 63042  
314/615-7346**

**South of Hwy 40  
South County Government Center  
4558 Lemay Ferry Road  
St. Louis MO 63125  
314/615-4142**

**\*All occupants of the house MUST be listed on the permit\***

# INSPECTION PROCEDURES

## City of Florissant

### REQUIREMENTS:

#### FLORISSANT MINIMUM HOUSING INSPECTION

- Must be arranged and paid for by the seller
- Initial inspection and all re-inspections must be completed at least 2 weeks prior to closing

#### VISUAL LEAD INPSECTION

- Visual Lead Assessment conducted by Community Development Office
- Visual Lead Clearance Letter issued by CD Director when approved

#### PROCEDURES

Once Community Development Office has received the reservation form and determined that the property is within the city limits:

The City of Florissant Community Development Office will verify that a housing inspection has been scheduled & paid for by the seller.

- The buyer cannot schedule this housing inspection
- They will determine the status of this inspection and inform Beyond Housing of that status.
- All code violations associated with this housing inspection must be completed, re-inspected & approved at least 2 weeks prior to closing.
- Approval for occupancy must be obtained 2 weeks prior to closing.
- No “conditional” occupancy permits will be accepted.

Once the final inspection has been approved, the Community Development Office will conduct the Visual Lead Assessment and if approved, issue a Visual Lead Clearance Letter to Beyond Housing.

**\* All occupants of the house MUST be listed on the permit\***

## **INSPECTION PROCEDURES**

### **St. Charles County HOME Inspection Process**

The St. Charles County Building Division only does HOME inspections for the unincorporated area of St. Charles County, City of Weldon Spring and City of St. Peters.

All properties within Cottleville, Dardenne Prairie, Lake St. Louis, St. Paul and Wentzville must get their inspection from their city building department.

**Contact Information: 636-949-7345**  
**St Charles County Building Division**  
**201 North Seconds St., Rm. 412**  
**St. Charles, MO 63301**

#### **YOU WILL NEED TO APPLY FOR THE HOME DOWNPAYMENT LOAN PROGRAM INSPECTION.**

**Inspection Cost: \$80 for initial inspection and one follow-up, additional inspection will be \$30 per visit.**

**Procedures: Buyer must call or visit the Building Code Enforcement Division, state that they are a homebuyer using HOME funds, and would like to request an inspection. The inspection application form and payment must be received by the Building Division 48 hours in advance of the inspection.**

**The buyer must specify who will meet the inspector and plan 1 ½ hours for the inspection.**

**If no violations occur, the buyer will receive a Certificate of Compliance that includes a visual lead clearance.**

**If violations are present, the buyer must notify the Building Code Enforcement Division when the violations have been repaired to schedule a re-inspection.**

**If the property passes, the Certificate of Compliance will be issued. If the property fails, additional inspection fees will be charged for subsequent inspections**

## **INSPECTION PROCEDURES**

### **City of St. Charles 1st HOME Inspection Process**

The City of St. Charles has opted to perform the inspections through its Community Services, Code Enforcement Division, on all property for clients requesting assistance through the Homeownership Assistance Program.

**City of St. Charles  
Department of Community Development  
200 N. Second Street, STE 303  
St. Charles, MO 63301  
636/949-3224 Anita Telkamp**

#### **Procedures:**

**Buyer or Realtor must call 24 hours in advance to receive an inspection the following day, (inspections must be called in prior to 3:30 p.m. to be scheduled for the following day) It is the City's preference to have the buyer present for the inspection so that the buyer understands what needs to be repaired if there are violations.**

**To schedule inspections call Anita Telkamp 636-949-3224.**

**Inspection usually lasts about 30- 45 minutes. You need to allow some extra time in case the inspector runs late due to previous days inspections.**

**If there are violations the buyer will receive a copy of the "Field Correction Notice". If the buyer is not present then the field correction notice may be provided to the housing counseling agency. City will provide buyer or agency (not both) with a field correction notice. It will be the responsibility of the housing counseling agency to provide the buyer with the field correction notice if the buyer is not present.**

**If violations are present, buyer must notify Community Development when violations have been repaired and schedule re-inspection. If property passes, Occupancy Permit will be issued as above. There will be no charge for the inspection. The Occupancy Permit is good for 90 days.**

**1<sup>st</sup> Time Home Buyer HOME Certificate of Occupancy includes the Visual Lead Assessment: After approval of the inspection the Certificate is emailed or faxed to the housing counseling agency not the Homebuyer or Realtor. If the Buyer or Realtor wants a copy they will request one from the housing counseling agency.**

**\* All occupants of the house MUST be listed on the permit\***

## **INSPECTION PROCEDURES**

### **O'Fallon, MO**

To schedule an inspection, agents/buyers in the First-Time Home Buyer Down Payment Assistance program need to contact Stacey Preston [spreston@beyondhousing.org](mailto:spreston@beyondhousing.org) 314-533-0600 ext. 26.

Please note that:

Inspection requests received by 4:00 p.m. will be on the next day's schedule. Inspections are done Monday through Friday from approximately 9:00 a.m. –3:00 p.m. with a break for lunch from 11:30 – 12:30.

The buyer or agent must be present during the inspection.

The buyer will receive an inspection sheet indicating whether or not the property passed the inspection. If the property passes, then the buying process may continue. If the property does not pass the inspection then the items listed must be repaired followed by another inspection that must pass before the buyer can close on the home.

**The City of O'Fallon will send Beyond Housing all documents needed to complete the sale.**

**\* All occupants of the house MUST be listed on the permit\***

## **INSPECTION PROCEDURES**

### **Jefferson County Building Division 1<sup>st</sup> Home Inspection Program**

Jefferson County has opted to perform the inspections through our Jefferson County Building Division, on all property for clients requesting assistance through the Jefferson County 1<sup>st</sup> Time Homebuyer Program.

**Jefferson County Building Division  
P.O. Box 100  
725 Maple Street  
Hillsboro, MO 63050  
636-797-5310**

**Cost: \$90 for initial inspection and one follow up, additional inspections approximately \$40.00 per hour. No checks, only money orders, cash or cashier's checks.**

**1<sup>st</sup> Home Inspection Admin:  
636-797-5310**

**Permit length is 90 days.**

**Lead Inspector:  
Dennis Rogers**

#### **Procedures:**

Buyer must call or visit the Jefferson County Building Division and request "First Time Homebuyer Inspection".

Inspection will be scheduled within 1 to 2 days. Buyer must specify who will meet the inspector. Plan 2 hours for inspection.

If no violations occur, buyer will receive a copy of the inspection report, checklist and visual lead clearance indicating compliance with the standards. Copy will be mailed to address identified by buyer, or buyer may pick up within 1-2 days.

If violations are present, buyer must notify the Building Division when violations have been corrected and schedule the re-inspection. If property passes, compliance will be issued as above. If it fails, additional inspection fee will be charged.

## **TITLE COMPANY PARTNERS:**

**PLEASE ASK THE CLOSER IF SHE/HE IS A CERTIFIED TITLE CLOSER WITH BEYOND HOUSING PRIOR TO ORDERING TITLE. PLEASE HAVE THE TITLE AGENT CONTACT US TO BECOME A CERTIFIED CLOSER.**

A representative from Beyond Housing will attend each closing, bring all necessary documents and wire the down payment assistance funds. This is a second lien on property and a title policy is required.

To become a title partner with Beyond Housing the title company closer must have a certificate. In order to receive a certificate the title company closer must have attended training by our Beyond Housing staff. The certificate is per closer not title company. Not all title company locations can be approved to be a closing partner with Beyond Housing.

The process of becoming a Title partner can take up to 30 days.

This certificate is good for (1) one year. Each year the title company closer will need to be renewed to receive an updated certificate.

Please contact Stacey Preston, Lending Manager at 314-376-5841 or [spreston@beyondhousing.org](mailto:spreston@beyondhousing.org) to become a title partner.

When ordering your title work, please note on the order form that your client is using funds from Beyond Housing.

We hope that this guidebook provides helpful information. Be aware that the information contained in this guidebook is subject to change due to changing program guidelines. If you have any questions, please feel free to contact us at any time during the home buying transaction.

## **The Homebuyer's Team!**

[www.beyondhousing.org](http://www.beyondhousing.org)

### **Lending Department**

For questions regarding contracts, inspections, loan approval, and closing procedures:

Stacey Preston  
Homeownership Lending Manager  
(314) 376-5841  
[spreston@beyondhousing.org](mailto:spreston@beyondhousing.org)

Katherine Powderly  
Lending Administration Coordinator/Closer  
(314) 376-5854  
[kpowderly@beyondhousing.org](mailto:kpowderly@beyondhousing.org)

### **Education/Counseling Department**

For pre-purchase questions regarding education workshops, credit items, and budgeting plans:

Gloria Brainsby  
Financial Advising Manager  
(314) 376-5825  
[gbrainsby@beyondhousing.org](mailto:gbrainsby@beyondhousing.org)

Rebecca Lachowicz  
Homeownership Education Coordinator  
(314) 376-5808  
[rlachowicz@beyondhousing.org](mailto:rlachowicz@beyondhousing.org)

Kyra Bland  
Homeownership Education Advisor  
(314) 376-5832  
[kbland@beyondhousing.org](mailto:kbland@beyondhousing.org)

Eric Zegel - Financial Advising Director  
(314) 376-5822  
[ezegel@beyondhousing.org](mailto:ezegel@beyondhousing.org)

### **Post Purchase Housing Services:**

For post-purchase budget counseling and foreclosure prevention: (314) 533-0600

