



COMMUNITY
PARTNERS for
**AFFORDABLE
HOUSING**

Main Office
800 S. Milwaukee Ave., Suite 201
Libertyville, IL 60048

Highland Park Office
400 Central Ave., Suite 111
Highland Park, IL 60035

Down-payment Assistance (DAP) Program
Important Information for Buyers

Community Partners for Affordable Housing (CPAH) is a nonprofit organization that develops affordable housing and provides services that empower individuals and families to secure and retain quality housing. Our vision is threefold: (1) thriving communities, (2) successful residents, and (3) a diverse range of housing to ensure everyone has a place to call home.

- 1) Downpayment and Closing Cost Assistance:** Assistance is up to 5% of the purchase price. It is in the form of a 0%-interest deferred loan, with no monthly payments, forgiven at a rate of 1/60th every month starting 60 days after closing, and fully forgiven after five years plus 60 days in the property. Funds would come due upon sale, transfer of title, failure to occupy the home as your principal residence, or cash-out refinance.
- 2) Income Eligibility:** Gross annual household income may not exceed 80% of area median income, adjusted for household size (see table below):

Household Size	1	2	3	4	5	6	7	8
80% MFI	\$49,950	\$57,050	\$64,200	\$71,300	\$77,050	\$82,750	\$88,450	\$94,150

Updated as of 6/28/19

- 3) Education & Counseling.** Complete an in-person homebuyer education class with a HUD-certified agency (such as CPAH) and pre-purchase individual counseling with CPAH. At this time, web-based classes and over the phone counseling will not be accepted.
- 4) Underwriting Guidelines.** CPAH's guidelines include the below, and will supersede the first mortgage lender's guidelines should there be a conflict between the two.
 - Must be a First-Time Homebuyer. Defined as any borrower that has not owned a home in the last 3 years. *Exceptions:* Displaced homemakers or single custodial parents who have previously owned a home with a former spouse.
 - Non-borrowing Spouse (*only if applicable*): A) A credit report will be pulled on a non-borrowing spouse for the purpose of collecting monthly debt amounts to be used towards CPAH's total debt-to-income ratio. B) A Verification of Employment will be requested by CPAH.
 - Property must be a 1-unit single family home (attached or detached) located in Lake County, Illinois and have a maximum purchase price below \$242,250
 - Buyer must contribute a down payment of 1% or \$1,000, whichever is greater
 - Buyers pay a processing fee to CPAH to help offset program costs that is equivalent to 10% of the total assistance, but not to exceed \$500. This cost will be paid at closing through the title company.
 - Housing-to-income ratios (HTI): Minimum of 17%; Maximum: 35%. *Generally, HTI is how much of a borrower's gross income is being used towards the total mortgage payment. However, for the DAP program, a non-borrowing spouse's income is also considered.*

- Debt-to-income ratio (DTI) must not exceed 43%. *Generally, DTI is how much of a borrower's gross income is being used toward the total mortgage payment and additional debt—debt typically reported on a credit report. However, for the DAP program, a non-borrowing spouse's income and debt is also considered.*
- All buyers must be U.S. Citizens or be a Permanent Resident Alien.
- Home inspection required (unless a new construction property with an occupancy permit issued within the past 12 months); any code violations or significant health, safety or structural issues must be repaired prior to closing
- Must qualify for financing with an CPAH participating lender (you can request a current list via phone or email).
- Excluding funds in college savings, retirement accounts and special needs trust funds, borrowers may not have enough liquid assets to afford 20% of the purchase price.
- Gift funds toward the purchase may not exceed \$10,000
- Maximum Combined Loan-to-Value (CLTV): *102% (*total loans cannot exceed 100% of the appraised value). *CLTV is the ratio of a loan compared to the value of the property.*

Contact Information

Janice Rosales/Intake Coordinator (T) 847/263-7478, ext. 10 jrosales@cpahousing.org
Alicia Sanchez/Director of Underwriting (T) 847/263-7478, ext. 11 asanchez@cpahousing.org
800 S. Milwaukee Avenue, Suite 201, Libertyville, IL 60048