



Grantee Requirements:

1. The Grantee and any co-Grantees must be “first time buyers” who have not owned a home within the last 3 years. If a Grantee previously jointly owned a home with a former spouse (and is now divorced), s/he must be removed from the prior deed and released from the note and mortgage. The Grantee and co-Grantees may not have an ownership interest in any other real estate or business other than a business that is their primary source of income. Non-occupant co-Grantees are not permitted.
2. **The Grantee and any co-Grantees should complete a HUD (Housing and Urban Development) Approved Homebuyer Education Course prior to entering into a Sales Agreement.** There is a non-refundable \$25.00 tuition fee due at registration for each person expected to complete the course. Completion of the course does not guarantee Homebuyer Grant eligibility or the availability of funds. Applicants who completed training more than 2 years before the Sales Agreement date must repeat the course.
3. Eligible Fees and Costs. Participants may be charged a reasonable fee for homebuyer education and counseling. Participants must provide their certificate of completion at the end of all required education sessions. The closing must occur within two (2) years of the date of issuance on the certificate of completion.
4. The Grantee and any co-Grantees must occupy the home as their primary residence on a permanent, year-round basis within sixty (60) days of closing and intend to stay in the home for at least five years.
5. Grantee and any co-Grantees must meet with a qualified Housing Counselor for an individual counseling session prior to settlement. Grantee must contact Tenfold Community Lending (York Office) at 717-827-4334 to schedule this meeting.
6. The Grantee’s required contribution must be verifiable funds on deposit in the Grantee’s account(s) prior to closing. Grantees may retain a cash reserve after closing of no more than \$7,500.00 and no less than the equivalent of one month’s PITI (Principal, Interest, Taxes, and Insurance) payment.
7. The projected gross household income, expected to be received over the next 12 months, may not exceed the
8. following limits. 300% of Federal Poverty Guidelines. Please note that the limits are based on total household members.

1 member	\$45,180	5 members	\$109,740
2 members	\$61,320	6 members	\$125,880
3 members	\$77,460	7 members	\$142,020
4 members	\$93,600	8 members	\$158,160

9. Income will be calculated for all “adult household members” including the Grantee, any co-Grantees, the spouse of the Grantee or any co-Grantees, and any other adults over the age of 18 who are expected to reside in the home. If a Grantee is married, but separated, the spouse’s income may be excluded if the separation can be clearly documented by a filing for divorce, a legal spousal support order, or other convincing evidence that the Grantee has maintained a separate residence for at least one year.
10. To be included as a household member, a minor or full-time student must be a legal dependent of at least one of the adult household members and must reside in the home as their primary residence.
11. Eligibility income will generally be determined based on the gross income received by all household members from all income sources for the eight (8) week period immediately preceding the date of the primary Grant application, projected forward for the next 12 months. Tenfold Community Lending may consider alternative methods of determining eligibility income where it can be clearly demonstrated that the household member’s income for this period is not representative of their typical earnings history.
12. A minimum middle credit score of 620 is required. Only on a case-by-case basis, Tenfold Community Lending may consider at its discretion, applications from Grantees who may have less than a 620-credit score which have strong, compensating factors. If a Grantee has less than three opened (traditional) trade lines, Tenfold Community Lending may require additional satisfactory non-traditional trade line documentation. Contact Tenfold Community Lending (York Office) for more specific information. No Credit Score – A minimum of three open trade lines with a satisfactory 12-month payment history is required in the event that the Grantee does not have a traditional credit score. Rent payment history, utilities, cell phone, car insurance (if paid in monthly installments), are acceptable

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examples of these required trade lines.

13. Tenfold Community Lending will allow a maximum PITI (Principal, Interest, Taxes, and Insurance) ('FRONT END') debt-to-income ratio of up to 33% of the Grantee's monthly gross income and a maximum ('BACK END') total debt-to-income ratio of up to 43% of the Grantee's monthly gross income. Debt-to-income ratios are based on Tenfold Community Lending's Income Calculation Method.
14. **If a Grantee exceeds the 33/43 ratios, please contact Tenfold Community Lending (York Office) immediately before taking a Homebuyer Grant application.** On a case-by-case basis, Tenfold Community Lending, at its sole discretion, may consider higher debt-to-income ratios if the Grantee has at least two of the following compensating factors:
 - a. Three months reserves of PITI payments from their own funds documented at the time of their Grant application.
 - b. Credit Score of 700 or higher
 - c. Monthly housing payment savings (PITI vs. RENT) of greater than \$100
Stable employment history (i.e., at least 2 years at the same employer)
15. Grantee and co-Grantees must be U.S. citizens, permanent resident aliens or non-permanent resident aliens with a valid Social Security Number and eligible to work in the US meeting the standards of a 5-year clearance date from the day of settlement. Please contact Tenfold Community Lending for specific requirements.

Home Requirements:

1. The property to be purchased must be a single-family residence located within the City of York, occupied by the seller, the homebuyer, or vacant for 3 months prior to the execution of the agreement of sale. No multi-family units are allowed, and no tenant may be displaced because of the transaction. Special conditions apply to homes located in a flood zone. Manufactured homes may qualify provided the lot is included in the purchase, the home is on a permanent foundation, and it meets HUD (Housing and Urban Development) Manufactured Home Construction & Safety Standards (MHCSS).
2. The property must be on public water and sewer systems.
3. The purchase price cannot **exceed \$236,000** for existing homes and **\$328,000 for new construction** properties. Sales Agreements must include an executed YHAP (York Homebuyer Assistance Program) Addendum. Funds are subject to availability and will be distributed as stated on the Commitment Letter.
4. A satisfactory **whole house inspection** must be performed by a qualified home inspector, or a two (2) year home warranty may be purchased in place of the whole house inspection. A **wood destroying insect infestation inspection** must be completed on all properties. The Homebuyer must accompany the inspector during the inspection. Major defects must be corrected as a condition of the Grant. A major defect is any condition that will adversely affect the health or safety of the inhabitants.
5. **City Inspection Requirements:** A Housing Quality Standards (HQS) inspection will be conducted on all homes by a County Certified Rehabilitation Specialist/Inspector as required by HUD for federally assisted housing.
 - Property must meet minimum Housing Quality Standards.
 - If the home was built prior to 1978, Homebuyers will be required to sign a certification that they have received a copy of the HUD notice entitled "Protect Your Family from Lead in Your Home".
 - Within 48 hours (about 2 days) of the completed inspection, the Rehab Specialist will notify the Administrator whether the property has passed or failed the inspection. If repairs are required, a deficiency list will be included showing the repairs needed before settlement. The administrator will then notify all parties involved in the transaction.
 - If the property was built prior to 1978, and during the visual inspection, deteriorated paint above the de-minimis level is present, the property owner will have the option at his/her own expense to stabilize the deteriorated paint by employing properly trained or supervised workers using Lead Safe Work Practices and obtaining the required Lead Based Paint clearance report. Otherwise, the property will be deemed ineligible for the program.
 - If the property was built after 1978 and the property has failed the inspection due to deteriorated paint or for any

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other reason, the Seller will have the opportunity to self-correct the condition.

- When all repairs are complete, the Seller/Selling Agent will need to schedule a re-inspection with the Rehab Specialist to verify that the completed work is acceptable.
- There is no fee for the initial or first re-inspection, but there is a fee of \$85.00 for the second and subsequent re-inspection. The fee is charged to either buyer or seller and must be added to the Final Closing Disclosure and collected at settlement. Checks are to be made payable to the County of York or the City of York, respectively.
- Failure to pass the initial inspection or any subsequent re-inspection may make it necessary to delay settlement.
- A satisfactory property appraisal must be completed by a lender-approved, certified appraiser and submitted to Tenfold Community Lending at least 20 days (about 3 weeks) before closing. Appraised value must be equal to or greater than the sale price.

Grant Parameters:

Homebuyer Grant amount and related requirements are as follow:

Maximun Grant Amount	\$15,000
Minimum Contribution from Grantee’s own funds:	1% of purchase price or a minimum of \$1,000 (whichever is greater)
Minimum Primary Mortgage:	90% LTV
Maximum Combined Grant to Value Ratio:	108% CLTV

1. The Homebuyer Grant is provided at 0% interest with no monthly payments required. Prorated Grant repayment is due upon sale or transfer of the property or in the event the Grantee ceases to occupy the home as their primary residence within five years. The Grant is secured by a second mortgage lien and the City must be listed as an additional insured on the Homeowner’s Insurance policy.
2. The Homebuyer Grant amount determination is based on an assessment of acceptable costs required to close and the availability of funds from other sources, including Grantee’s liquid cash assets, gifts, seller contributions, and primary mortgage proceeds. Grant funds may not be used to pay off current debt obligations as may be required for Grantee to qualify for the primary Grant.
3. Recording fees are the responsibility of the Grantee and may be included in the Homebuyer Grant amount.
4. Grantees not having 3 months PITI (Principal, Interest, Taxes, and Insurance) reserves after closing must attend the Tenfold Community Lending post-closing homebuyer education course within 6 months and 12 months of closing. This course provides skills and tips so that participants will have the foresight to successfully maintain their homes and finances.

Program Requirements are subject to change with reasonable notice.