



North Bay Village Downpayment/ Homebuyer Assistance Application Packet

North Bay Village (NBV) provides Down Payment/ Homebuyer Assistance Pilot program. The program assists eligible participants with down payment/ homebuyer assistance to purchase a residential property in the village. The assistance is provided as a zero percent interest loan.

Eligible participants can receive up to \$30,000.

Priority is given to essential workers identified as follows:

- NBV residents.
- NBV Police, Fire Department employee or general employees of NBV.
- Miami-Dade County Public School employees working at a school in NBV; and
- Licensed health professionals working in NBV.

To apply for the program, applicants must meet the following criteria to submit an application:

- Read, understand, and sign program application disclosures. All program disclosures must be signed and submitted with the program application. Applications without disclosures will not be accepted.
- Meet the appropriate income guidelines as established (see income chart below).
- Have pre-qualification/approval for a mortgage by an approved lender*.
- Executed purchase contract for a residential property in NBV.
- Have not owned or had any ownership in a principal residence during the last 3-year period ending on the date of the application.
- Purchasing a residential property located in NBV as a primary residence.
- Property must be located in NBV.
- Property must be primary residence.

*Approved lenders- Martiza Vazquez (Bank of America) 786-767-5259 martiza.vazquez@bofa.com and Catherine Albamonte (Truist) 954-753-7714 Catherine.Albamonte@truist.com. If you are working with another lender, please contact us to provide a copy of the underwriting criteria and discuss the programs underwriting criteria with the lender

Income Limits

Family Size	1	2	3	4	5	6
140% AMI	\$121,520	\$138,740	\$156,100	\$173,460	\$187,460	\$201,320

Source: 2025 Florida Housing Finance Corporation.

Please contact Housing Foundation of America to make an appointment to submit your application for review.

Contact: Jeremy Montanti at 954-923-5001 or hfamontanti@gmail.com
(please do not email applications)

Alt. Contact: Kenya Louidor at 954-766-2709 or klouidor@cgasolutions.com



DOCUMENTS REQUIRED TO BE SUBMITTED WITH THE APPLICATION

(Please check each item below and submit the necessary copies of all required documents)

#	These Documents MUST be submitted with the Application. Please submit COPIES of all the required documents listed below or Check N/A if it is Not Applicable	YES	N/A or Comments
1	Complete the Application (No Blank Spaces)		
2	Pre-qualification or pre-approval from a lender		
3	Executed Sales contract for a property in NBV		
4	Proof of Employment (Pay Stubs for last 2 MONTHS for all household members 18 & Older)		
5	Business Owners ONLY: Proof of Self-Employment, Profit & Loss Statement, Tax Return Schedule C, E or F, and Notarized Letter of Expected Income for the next 12 months)		
6	Federal income tax returns filed with the IRS for the last two (2) years AND W-2's for the last two (2) years. 2024 and 2023		
7	Proof of Number of Dependents (Birth Certificates, Adoption Documents, etc.)		
8	Photo Identification (All Household Members 18 & Older)		
9	Social Security Cards (All Household Members, including minors, All SS cards must be signed)		
10	Proof of Citizenship or Legal Alien Status (Passport, or Birth Certificate, or Alien Registration Card, or Voter's Registration Card)		
11	If Divorced or Legally Separated (Divorce decree, court documents)		
12	Child Support Payments (Proof of Amount: court docs, payment records, official print-out, notarized statement)		
13	Alimony Support Payments (court docs, payment records, print-out, etc.)		
14	Social Security, SSI, SSDI payment (award letter for the most recent year showing the amount)		
15	Unearned Income Statements (disability, worker's Comp, Unemployment, Welfare)		
16	Veteran Administration VA Benefits (Awards Letter and Income Statements)		
17	Unemployed Household Member(s) 18 years or older and is NOT a full-time Student (Must provide documents and/or a notarized letter stating the Status of their Income)		
18	Assets (Bank Statements , IRA's 401K, Pensions, CD's, Mutual, Stocks, Etc. Bank Statements (Last 6 months Statements) Submit All Pages of Statement, even Blank pages for ALL Household members		
19	Life Insurance Policy (Declaration Page showing value, Term & Coverage)		
20	This checklist should be completed and included with the Application submittal packet		



PUBLIC RECORDS DISCLOSURE AND ACKNOWLEDGMENT

Information provided by the applicant may be subject to Chapter 119, Florida Statutes regarding "Open Records." Information provided by you that is not protected by Florida Statutes can be requested by any individual for their review and/or use. This is without regard as to whether or not you qualify for funding under the program(s) for which you are applying. The determination regarding the release of information pursuant to an Open Records request shall be made by the Village pursuant to statute.

Having been advised of this prior to submitting application for assistance or supplying any information, I/We agree to hold harmless and indemnify **Calvin Giordano & Associates, Housing Foundation of America and North Bay Village**, any governmental agency, its officers, employees, stockholders, agents, successors and assigns from any and all liability and costs that may arise due to compliance with the provisions of Chapter 119, Florida Statutes.

I/We agree that neither **Calvin Giordano & Associates, Housing Foundation of America nor North Bay Village** have any duty or obligation to assert any defense, exception, or exemption to prevent any or all information given to **Calvin Giordano & Associates, Housing Foundation of America or North Bay Village** in connection with this application, or obtained by them in connection with this application, from being disclosed pursuant to a public records law request.

Furthermore, by signing below, I/We agree that neither **Calvin Giordano & Associates, Housing Foundation of America nor North Bay Village** have any obligation or duty to provide me/us with notice that a public records law request has been made.

I/We agree to hold harmless **Calvin Giordano & Associates, Housing Foundation of America and North Bay Village** or any governmental agency, its officers, employees, stockholders, agents, successors and assigns from any and all liability that may arise due to my/our applying for down payment/ homebuyer assistance grant or any matter arising out of down payment/ homebuyer assistance project funded by **North Bay Village**.

_____ Applicant Signature	_____ Print Name	_____ Date
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_____ Co-Applicant Signature	_____ Print Name	_____ Date
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FALSE STATEMENTS DISCLOSURE AND ACKNOWLEDGMENT

By completing and submitting this application, you acknowledge that the intent of the Down Payment/Homebuyer Assistance program is to assist households who would like to purchase a property as an owner-occupied residence. At the time of completing this application and prior to receiving any assistance from the Village, you cannot own any other residential real estate within the last three (3) years.

By signing this disclosure and completing this application, you attest that you do not currently own any other residential real estate or have owned within three (3) years and you intend to purchase a property as your primary residence as stipulated in the terms of your agreement with the Village. You will be required to maintain windstorm and hazard/homeowners' insurance for the duration of the term stipulated in agreement with the Village. You are also required to maintain flood insurance for properties located in a flood zone.

LOCAL WARNING: North Bay Village may impose fines and/or imprisonment for anyone who makes false, fictitious or fraudulent statements regarding, income assets, liabilities, household size, occupancy and any other information necessary to determine eligibility for this program.

I/We have read, understand and acknowledge the above disclosure,

Applicant Signature

Print Name

Date

Co-Applicant Signature

Print Name

Date



NOTICE OF COLLECTING SOCIAL SECURITY NUMBER FOR GOVERNMENT PURPOSE

The Village collects your social security number for a number of different purposes. The Florida Public Records Law (specifically, section 119.071(5), Florida Statutes (2007), requires the Village to give you this written statement explaining the purpose and authority for collecting your social security number.

Your social security number is being collected for the purpose of income certifying you for the Village's down payment/ homebuyer assistance program which requires third-party verification of assets, employment and income. In addition, this information may be collected to verify unemployment benefits, social security/disability benefits and other related information necessary to determine income and assets and your eligibility for the program.

Your social security number will not be used for any other purpose other than verifying your eligibility for the Village's program.

I/WE have read and understand this information.

Applicant Signature

Print Name

Date

Co-Applicant Signature

Print Name

Date



DOWN PAYMENT/ HOMEBUYER ASSISTANCE PROGRAM TERMS AND CONDITIONS

I/We, the undersigned, agree and accept the conditions as listed below as a part of participating in the above-mentioned Program.

Minimum Contribution from Borrower's Own Funds: 1.5%

First Mortgage Maximum LTV (Loan to Value): 97% (ninety-seven percent)

Maximum Combined LTV (Loan to Value): 105% (one hundred five percent)

Second Mortgage Purpose: Down payment and closing costs

Maximum Amount of Assistance: \$30,000

Second Mortgage Interest Rate: 0%

Second Mortgage Repayment Terms: 15 or 30 years (term of the first mortgage)

Borrower Income Limitations: Up to 140% of Miami-Dade AMI based on family size.

Property Eligibility: residential property located in North Bay Village

NOTE: Pre-Construction units are not covered as part of the Program.

I/WE have read and understand this information.

Applicant Signature

Print Name

Date

Co-Applicant Signature

Print Name

Date

Applicant Information			
Last:		First:	
		Middle Initial	
Date of Birth:		Age:	
Last 4 #s of Social Security			
Marital Status:		<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	
Employment Status: (Check One)		<input type="checkbox"/> Employed-F/T <input type="checkbox"/> Employed-P/T <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Disabled <input type="checkbox"/> Business Owner <input type="checkbox"/> Independent -1099-Worker <input type="checkbox"/> Seasonal Worker <input type="checkbox"/> Other	
Home Address			
City, ST, Zip			
Mailing Address (If different from above)			
Cell Phone:		Alt. Phone:	
		Alt. Phone:	
EMAIL:			
Are you a USA Citizen: (Select One)		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Legal Permanent Resident <input type="checkbox"/> Other	
If you checked Legal Permanent Resident, a copy of the Resident/Green Card must be provided			

Co-Applicant Information			
Last:		First:	
		Middle Initial	
Date of Birth		Age:	
Last 4 #s of Social Security			
Marital Status:		<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Separated	
Employment Status: (Check One)		<input type="checkbox"/> Employed-F/T <input type="checkbox"/> Employed-P/T <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Disabled <input type="checkbox"/> Business Owner <input type="checkbox"/> Independent -1099-Worker <input type="checkbox"/> Seasonal Worker <input type="checkbox"/> Other	
Home Address			
City, ST, Zip			
Mailing Address (If different from above)			
Cell Phone:		Alt. Phone:	
		Alt. Phone:	
EMAIL:			
Are you a USA Citizen: (Select One)		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Legal Permanent Resident <input type="checkbox"/> Other	
If you checked Legal Permanent Resident, a copy of the Resident/Green Card must be provided			

ALL HOUSEHOLD MEMBERS RESIDING IN THE HOUSEHOLD

<u>All Household Members Names (First & Last Name)</u>	<u>Relationship to Applicant</u>	<u>Date of Birth</u>	<u>Age</u>	DEMOGRAPHICS	
				<u>RACE</u> Alaskan Native, American Indian, Asian, Black, Multi- Racial, Native Hawaiian/Pacific Islander, White, Other	<u>ETHNICITY</u> Hispanic (H) -OR- Non-Hispanic (NH)
(1)	SELF				
(2)					
(3)					
(4)					
(5)					
(6)					

SOURCE OF INCOME FOR ALL HOUSEHOLD MEMBERS

APPLICANT & ALL HOUSEHOLD MEMBERS Including Applicant NAME of HOUSEHOLD MEMBER (First & Last)	SOURCE OF INCOME (Employment, Business Owner, Independent Worker, Social Security, Veteran Benefits, Disability, Other) <u>SALARY DATA</u> (Rate, Frequency of Pay, Earnings)	CONTACT INFORMATION FOR Verification of Income Employer/Company/Business Phone, Fax, Email Address	ANNUAL Income
	Source of Income: _____	Company: _____	\$ _____
		Phone: _____	
	Rate of Pay Amount: Per: Hourly Day Week Other	Fax: _____ Email: _____	
	Source of Income: _____	Company: _____	\$ _____
		Phone: _____	
	Rate of Pay Amount: Per: Hourly Day Week Other	Fax: _____ Email: _____	
	Source of Income: _____	Company: _____	\$ _____
		Phone: _____	
	Rate of Pay Amount: Per: Hourly Day Week Other	Fax: _____ Email: _____	

ASSET INFORMATION

Applicants must complete the following asset information for all persons, including minors, who will occupy the assisted property. This information will be used for qualification purposes only.

Assets include, but are not limited to: Cash held in savings and/or checking accounts, safe deposit boxes, homes, etc.; trust funds (revocable trusts); equity in real estate and other capital investments; stocks, bonds, Treasury Bills, certificates of deposit, money market and other investment accounts; IRA, and similar accounts; retirement and pension funds; cash value of life insurance policies available to the individual before death; mortgage or deed of trust; lump sum receipts (i.e. lottery winnings, inheritances, victim's restitution, insurance claims, or settlements, etc.) and, personal property held as an investment (i.e. gem or coin collections, paintings, antique cars, etc.) **NOTE: Do NOT include property such as clothing, furniture, cars, wedding bands, etc.**

APPLICANT ASSETS

TYPE	CASH VALUE	ANNUAL INCOME FROM ASSETS	BANK NAME	ACCT. NO.
Checking Accts				
Savings Accts.				
Credit Union Accts.				
Stock Life Insurance				
Other				
Other				

CO- APPLICANT ASSETS

TYPE	CASH VALUE	ANNUAL INCOME FROM ASSETS	BANK NAME	ACCT. NO.
Checking Accts				
Savings Accts.				
Credit Union Accts.				
Stock Life Insurance				
Other				
Other				

**APPLICANT LIABILITIES / DEBTS**

TYPE	CREDITOR'S NAME	MONTHLY PAYMENT	BALANCE

CO-APPLICANT LIABILITIES / DEBTS

TYPE	CREDITOR'S NAME	MONTHLY PAYMENT	BALANCE

Do you have any outstanding unpaid collections or judgments? ☐ Yes ☐ No Amount \$

APPLICANT CERTIFICATION (*IMPORTANT - READ BEFORE SIGNING*)

The information provided is true and complete to the best of my/our knowledge and belief.

I/We consent to the disclosure of such information for purposes of income verification related to my/our application for financial assistance.

I/We understand that any willful misstatement of material fact will be grounds for disqualification. Applicant(s) understand(s) that the information provided is needed to determine assistance eligibility and in no way assures qualification for assistance. The applicant(s) also agrees to provide any other documentation needed to verify eligibility.

WARNING: Florida Statute 817 provides that willful false statements or misrepresentation concerning income and assets or liabilities relating to financial condition is a misdemeanor of the first degree and is punishable by fines and imprisonment provided under S775.082 or 775.83 or 775.084.

Applicant Signature

Print Name

Date

Co-Applicant Signature

Print Name

Date



STATEMENT OF HOUSEHOLD SIZE

This is to certify that _____ person(s) will reside in the property that I/We intend to rent.

_____	_____	_____
Applicant Signature	Print Name	Date

_____	_____	_____
Co-Applicant Signature	Print Name	Date



AUTHORIZATION FOR THE RELEASE OF INFORMATION

I/We _____, the undersigned, hereby authorize the, release without liability, information regarding my/our employment income, and/or assets, and identity to **Calvin Giordano and Associates and its sub-consultant Housing Foundation of America**, for the purposes of verifying information provided, as part of determining eligibility for assistance under the **HOME BUYER/ DOWN PAYMENT ASSISTANCE PROGRAM**. I/We understand that only information necessary for determining eligibility can be requested.

Types of information to be verified:

I/We understand that previous or current information regarding me/us may be required. Verifications that may be requested are, but not limited to: personal identity/social security; employment history, hours worked, salary and payment frequency, commissions, raises, bonuses, and tips; cash held in checking/savings accounts, stocks, bonds, certificate of deposits (CD), Individual Retirement Accounts (IRA), interest, dividends, etc.; payments from Social Security, annuities, insurance policies, retirement funds, pensions disability or death benefits; unemployment, disability and/or workers compensation; welfare assistance; net income from the operation of a business; and, alimony or child support payments, etc.

Organizations/Individuals that may be asked to provide written/oral verification are, but not limited to:

Past/Present Employers
Banks, Financial or Retirement Institutions
State Unemployment Agency
Welfare Agency

Alimony/Child/Other Support Providers
Social Security Administration
Veteran's Administration
Other: _____

Agreement to Conditions:

I/We agree that a photocopy of this authorization may be used for the purposes stated above. I/We understand that I/We have the right to review this file and correct any information found to be incorrect.

_____ Applicant Signature	_____ Print Name	_____ Date
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_____ Co-Applicant Signature	_____ Print Name	_____ Date
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