



## First Time Home Buyer Grant Program

### THE TAMPA BAY REGION

Thank you for your interest in Pinellas REALTOR® Foundation, Inc. (PRF)

#### ABOUT THE REALTOR® FOUNDATION

REALTORS® are engaged neighbors committed to building and enhancing the communities they serve. Through the Pinellas REALTOR® Foundation, our members make a huge impact on multiple organizations throughout the Tampa Bay area. Organizations we've worked with touch the lives of local children, families, the elderly, our military veterans, and even the environment in which we all enjoy through road and waterway clean ups.

Visit our website at <https://pinellasrealtor.org/outreach/>

#### FIRST TIME HOME BUYER GRANT PROGRAM

A key element of our mission is to assist first time homebuyers who reside in the Greater Tampa Bay Region who meet certain financial criteria with a designated grant of up to \$6,000 that would assist first time home buyers with their efforts to purchase their first home (i.e., the applicant(s) have not owned a home within the last three (3) years).

## Eligibility Requirements

1. Homebuyer must be sponsored by a REALTOR® or Affiliate Member of the Pinellas REALTOR® Organization / Central Pasco REALTOR® Organization.
2. The buyer must be a first-time homebuyer as defined by the U.S. Department of Housing and Urban Development and who is a U.S. citizen or a permanent resident alien. The applicant(s) must certify that they have not owned a home within the last three (3) years.
3. Property to be purchased must be an owner-occupied single-family home, condominium, or townhome in the Greater Tampa Bay Area.
4. The Pinellas REALTOR® Foundation allows combination of its grant with any other grant or down payment assistance award, rebate programs, seller contributions, or a gift letter.
5. The lender’s certification of the applicant’s financial need, income limited not to exceed 150% of Area Minimum Income (AMI), number of occupants, and if needed a copy of the mortgage application 1003 and most recently filed tax return. Florida Housing Finance 2022 Income Limits: [https://www.floridahousing.org/docs/default-source/developers-and-property-managers/compliance/limits/income-limits/florida-housing-rental-programs---2022-mtsp-income-and-rent-limits-\(eff-4-18-2022\).pdf?sfvrsn=f739f57b\\_0](https://www.floridahousing.org/docs/default-source/developers-and-property-managers/compliance/limits/income-limits/florida-housing-rental-programs---2022-mtsp-income-and-rent-limits-(eff-4-18-2022).pdf?sfvrsn=f739f57b_0)

## Eligibility Requirements Certification

The Buyer, Lender, and REALTOR® ALL must sign, date, and acknowledge receipt of these eligibility requirements and return this signed document as part of the application package. Failure to do so will result in a denial of the application.

BUYER: \_\_\_\_\_

DATE: \_\_\_\_\_

BUYER: \_\_\_\_\_

DATE: \_\_\_\_\_

REALTOR®: \_\_\_\_\_

DATE: \_\_\_\_\_

LENDER: \_\_\_\_\_

DATE: \_\_\_\_\_

### Instructions

Please print clearly and complete this application, including all required signatures. If you need help in completing this application, please contact us at 727-216-3023. **You must scan all documents and email the completed application and additional required information to: [dbennett@pinellasrealtor.org](mailto:dbennett@pinellasrealtor.org)**

Do not send your originals. PRF cannot make copies and will not be responsible for your originals. If you have any questions, contact Sandy Yinger at 727-216-3023.

### GENERAL INFORMATION

*Applicant(s) must be the parties purchasing and listed on the Mortgage Application and on the Title.*

Applicant Name: \_\_\_\_\_

LAST

FIRST

MIDDLE

Home Phone: (    ) \_\_\_\_\_

Work Phone: (    ) \_\_\_\_\_

Cell Phone: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

Co-Applicant Name: \_\_\_\_\_

LAST

FIRST

MIDDLE

Home Phone: (    ) \_\_\_\_\_

Work Phone: (    ) \_\_\_\_\_

Cell Phone: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

Have you ever applied for a grant from the Pinellas REALTOR® Foundation?

Yes                       No                      If yes, when did you apply? \_\_\_\_\_

Are you a first-time home buyer as defined above in Eligibility Requirements?

Yes                       No                      If no, when did you own a home? \_\_\_\_\_

### HOUSEHOLD INFORMATION

*Information About Family Members (Including Applicant)*

#### Financial:

Household Income: \$ \_\_\_\_\_

Purchase Price: \$ \_\_\_\_\_

Financial Need: \$ \_\_\_\_\_

#### Size of Household:

Number of Adults \_\_\_\_\_

Number of Children (under 18) \_\_\_\_\_

### SPONSOR INFORMATION

#### REALTOR® or AFFILIATE:

Name: \_\_\_\_\_

License # if REALTOR®: \_\_\_\_\_

#### LENDER:

Name: \_\_\_\_\_

Mortgage License#: \_\_\_\_\_

## CERTIFICATION OF FINANCIAL & HOUSEHOLD INFORMATION

### RELEASE OF PERSONAL INCOME INFORMATION

In order to determine my eligibility for the First Time Home Buyer Grant Program, I certify that the income information given by me is true and correct. Further, I hereby grant permission to Pinellas REALTOR® Foundation, Inc., or its designee, to have access to my financial records in my possession or in the possession of any other entity, prior to, during, and after the qualification process. I WAIVE MY RIGHT TO PRIVACY OR CONFIDENTIALITY.

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

CO-APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

MORTGAGE LENDER: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### First Time Home Buyer Agreement

1. I/We understand and acknowledge that we may not qualify for this program. The Pinellas REALTOR® Foundation reserves the right to determine within its sole discretion, who qualifies for each program subject to all applicable laws both federal and state.
2. I/We hereby acknowledge and permit the use of information contained in this Application to be used to determine eligibility for participation in the First Time Home Buyer Grant Program.
3. I/We hereby authorize the Pinellas REALTOR® Foundation, its successors, and assignees, to verify present income and related employment records, and property ownership documents to determine eligibility for the First Time Home Buyer Grant Program.
4. I/We hereby agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided are a matter of public record.
5. I/We hereby certify that I/we will be the owner(s) of the property described in this Application of which assistance is needed.
6. I/We certify that the residence being purchased will be my/our principal place of residence.
7. I/We certify that all information in this Application and all information furnished in support of this Application is given for the purpose of obtaining a grant under the First Time Home Buyer Grant Program and is true, correct, complete, and nothing has been omitted.

**APPLICANT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CO-APPLICANT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**APPLICATION**

**HOLD HARMLESS CLAUSE**

I shall indemnify and save harmless Pinellas REALTOR® Foundation, Inc., its officers, agents, servants, employees, and designees from all liability resulting from the Grant Program.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CO-APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**WITNESS SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

NOTE: You are hereby informed that you have the right to appeal the decision made on this application, and you have the right to an expeditious review of your appeal. Should you want to appeal, please contact David Bennett, the Chief Executive Officer of the Pinellas REALTOR® Foundation at dbennett@pinellasrealtor.org

The Pinellas REALTOR® Foundation will not discriminate against any applicant based on race, color, religion, sex, sexual orientation, gender identity, national origin, handicap, age, familial status, or any other non-merit factor, as required by the Fair Housing Act, Civil Rights Act and any other regulatory acts or executive orders.

**GENERAL RELEASE CLAUSE**

I/We, hereby authorize PRF or its designated agents to obtain and receive all records and information pertaining to eligibility for the First Time Home Buyer Grant Program, including employment, income (including signed IRS returns), residency, and ownership information from all persons, companies, or firms holding or having access to such information. This authorization hereby gives the Pinellas REALTOR® Foundation (PRF) the right to request all information that we can or could obtain from any persons, company or firms on any matter referred to above. I/we agree to waive all claims for defamation, violation of privacy, or otherwise against PRF or any person or firm or corporation by reason of any statement or information released by them to the PRF for the purposes of the program.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CO-APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NOTARY**

Before me, the undersigned, A Notary Public, in and for said County and State, on \_\_\_\_\_.

\_\_\_\_\_ personally appeared \_\_\_\_\_ known to be the identical person(s) who enacted the within and foregoing instrument and acknowledged to me that executed the same as free and voluntary act and deed for the uses and purposes therein set forth. Given under my hand and seal the day and year last above written.

\_\_\_\_\_ (Seal)

My Commission Expires: \_\_\_\_\_

NOTARY PUBLIC

DATE