

First time Home Buyer Grant Program



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THE GREATER TAMPA BAY REGION

Thank you for your interest in **Pinellas REALTORS® 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 Greater Tampa Bay Region who meet certain financial criteria; with a designated grant of up to \$4,000 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).

First time Home Buyer Grant Program

APPLICATION (cont'd)

Eligibility Requirements

1. Homebuyer must be sponsored by a REALTOR or Affiliate Member of the Pinellas Realtor Organization or the Central Pasco Realtor Organization.
2. The buyer must be a first-time homebuyer as define 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 years (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 120% 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: _____

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APPLICATION (cont'd)

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:**

Pinellas REALTOR® Foundation

Attn: David Bennett, CEO

4590 Ulmerton Road

Clearwater FL 33773

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 David Bennett @ 727-216-3002.

GENERAL INFORMATION

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

Applicant Name: _____
LAST FIRST MIDDLE NAME

Home Phone: () _____ Work Phone: () _____

Cell Phone: () _____ email: _____

Co-Applicant Name: _____
LAST FIRST MIDDLE NAME

Home Phone: () _____ Work Phone: () _____

Cell Phone: () _____ email: _____

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APPLICATION (cont'd)

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 define above in Eligibility Requirements.

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

HOUSEHOLD INFORMATION

Information About Family Members (Including Applicant)

Financial:

Size of Household:

Household Income: \$ _____ Number of Adults _____

Purchase Price: \$ _____ Number of Children (under 18) _____

Financial Need: \$ _____

SPONSOR INFORMATION

REALTOR® or AFFILIATE

Name (Please Print) _____

NRDS#: _____

LENDER:

Name (Please Print) _____

Mortgage License#: _____

APPLICATION (cont'd)

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: _____

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APPLICATION (cont'd)

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 assigns, 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, to be

APPLICANT SIGNATURE: _____ DATE: _____

CO-APPLICANT SIGNATURE: _____ DATE: _____

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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.

I/We, hereby authorize PRF or its designee to obtain a quote and or promotional photo of the applicant (s) after the grant has been awarded.

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.

Notary Public Date (Seal)

Notary Public Date

My Commission Expires: _____