



Product Guideline FP Down Payment Assistance Program

Eligible Borrowers:	First-time buyers with U.S. citizenship or permanent resident alien status purchasing a primary residence within the following counties of Colorado: Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, Eagle, El Paso, Jefferson, Larimer, Summit, and Weld and using FirstBank for their primary mortgage.
Income Threshold:	80% of the most recently published HUD Area Family Median Income . Income is established by the currently demonstrated income, excluding overtime, shift bonus, commission and bonus income that have not been earned consistently for the most previous 2-year period with a strong likelihood of continuance.
Loan Amount:	5% of the contract purchase price or \$10,000, whichever is less.
Compatible Mortgages:	FP funds may be used in conjunction with bank portfolio programs that offer fixed or intermediate variable rate terms designed for entry-level buyers. (i.e. 5/1, 7/1 and 30-year fixed). Subprime, FHA and other non-conforming products are not permitted.
Loan to Value:	Maximum Combined Loan to Value is 100% of purchase price.
Debt Ratio:	No housing ratio is applied. All debt, including all proposed financing shall not exceed 41% of verified gross monthly income.
Minimum Investment:	Borrower must have a minimum direct transaction investment of \$1,000 from a source acceptable to the primary lender. In no case may the Seller or premium pricing of the mortgage interest rate satisfy this minimum requirement.
Assets:	Borrower may not have verified assets in excess of one and one half times the household income.
Use of Funds:	Down payment, closing costs and pre-paid items related to the primary loan.
Homebuyer Training:	Required on all loans, as evidenced by a Fannie Mae, Freddie Mac, HUD or CHFA-approved provider.
Terms:	Monthly payment of principal and interest based upon a fully amortizing 10-year term. ACH payment draft required through a participating depository institution.
Loan Fees:	\$200 Application Fee shall be charged only at the time of loan closing and reflected on the HUD1 Settlement Statement.
Collateral:	Subordinate lien priority on subject real property.
Interest Rate:	The interest rate shall be fixed at 6% for the initial 5-year period. Interest rate to be recalculated during month 59 of loan, and annually thereafter. Adjustments shall be based upon the Prime Rate, as published in the <i>Wall Street Journal</i> on the first business day of the adjustment month, plus a margin of 3.5%. Minimum interest rate is 6%; maximum 8.5%. Payments to be adjusted accordingly so as to fully amortize the loan within the original maturity period.
Exceptions Policy:	FP must provide prior approval for all policy exception requests.

Origination Procedures

- Application:** FirstBank mortgage loan officer submits Loan File Checklist to Funding Partners, complete with all documentation shown on the form. A loan commitment is usually issued within 48 hours, or less. Any remaining documentation requirements will be detailed. Funding Partners will distribute the GFE and TIL for the down payment assistance loan to the borrower within 3 business days of receipt of the application.
- Processing:** Funding Partners will order title commitment and evidence of hazard insurance. Final loan documents are delivered electronically to loan officer for presentation to borrower. All outstanding items must be cleared prior to funding.
- Closing:** FP will deliver closing instructions and loan proceeds direct to title. Wires are sent 24 hours prior to the scheduled closing date, so the loan officer must advise of any schedule changes as soon as possible.
- Fees Collected:** The Application Fee of \$200 is collected at closing, in addition to the public recording fee for the deed of trust (4 pages), and will appear on a separate HUD1 Settlement Statement. FP will review and approve the final statement prior to funding. Title insurance is not required for program loans.
- Requirements:** FIRSTBANK LOAN OFFICER'S ARE REQUIRED TO PRESENT ALL LOAN DOCUMENTS AT, OR PRIOR TO, CLOSING. Both the borrower and loan officer must execute the Lender Certification form, acknowledging disclosure of all loan terms and contact information.
- Settlement:** Borrower may NOT receive any proceeds at the time of settlement regardless of total contribution. Title will be instructed to show any excess proceeds as a principal reduction to FP on the Settlement Statement and return such funds for proper credit. No changes to program loan documents or loan amount shown on the HUD1 are permitted as a result of excess proceeds.
- Post Closing:** The original deed will be recorded by title with all other original program loan documents returned to FP via overnight courier. Any excess proceeds will be applied as principal reduction, with applicable notice delivered to the borrower upon receipt.

2013 Income Limits 80% Family Median Income

County/PMSA	80% Median Family Income
Adams County	\$62,240
Alamosa County	\$38,880
Arapahoe County	\$62,240
Archuleta County	\$55,680
Baca County	\$36,960
Bent County	\$36,960
Boulder County	\$73,280
Broomfield County	\$62,240
Chaffee County	\$46,240
Cheyenne County	\$57,920
Clear Creek County	\$62,240
Conejos County	\$33,120
Costilla County	\$32,320
Crowley County	\$37,520
Custer County	\$41,280
Denver County	\$62,240
Delta County	\$41,120
Dolores County	\$41,840
Douglas County	\$62,240
Eagle County	\$68,560
El Paso County	\$55,280
Elbert County	\$62,240
Fremont County	\$38,800
Garfield County	\$59,600
Gilpin County	\$62,240
Grand County	\$59,040
Gunnison County	\$58,800
Hinsdale County	\$75,600
Huerfano County	\$37,760
Jackson County	\$37,680
Jefferson County	\$62,240
Kiowa County	\$49,840
Kit Carson County	\$47,360
Lake County	\$38,240
La Plata County	\$58,720
Larimer County	\$60,640
Las Animas County	\$41,920
Lincoln County	\$46,480
Logan County	\$44,320
Mesa County	\$49,040
Mineral County	\$56,160
Moffat County	\$52,800
Montezuma County	\$45,040
Montrose County	\$44,720
Morgan County	\$41,360
Otero County	\$35,120
Ouray County	\$55,920
Park County	\$62,240
Pueblo County	\$41,120
Phillips County	\$46,400
Pitkin County	\$87,920
Prowers County	\$40,000
Rio Blanco County	\$58,080

2013 Income Limits 80% Family Median Income

Rio Grande County	\$40,880
Routt County	\$63,360
Saguache County	\$31,440
San Juan County	\$53,520
San Miguel County	\$70,320
Sedgwick County	\$44,480
Summit County	\$73,680
Teller County	\$58,080
Washington County	\$41,600
Weld County	\$53,040
Yuma County	\$41,360