



### Eligible Properties

- ✓ Property must be located within a participating neighborhood (See map inside).
- ✓ Single family homes or duplexes.
- ✓ Home must be built prior to 1970.
- ✓ Must be the primary residence of the property owner post purchase.
- ✓ Property must be insured for the term of the loan.
- ✓ Property owner must be current on municipal tax and utility payments.
- ✓ Application approval is subject to fund availability and will be reviewed on a first-come, first-served basis.

### Eligible Program Participants

A “homebuyer,” as defined for purposes of this program, is an individual who will be residing within the dwelling as his or her primary residence and meets the program income requirements.

### Income Requirements

Income documentation in the form of most recent pay-stubs or tax returns is required to apply for the Sold on Oshkosh program. Homebuyers and tenants of eligible properties must spend no more than 30% of their monthly income on housing related expenses at the time of application. Household Income cannot exceed 150% of the County Median Income based on family size.



### HOW TO APPLY

Complete the enclosed application and mail or deliver it to:

City of Oshkosh  
 Planning Services Division  
 215 Church Avenue, Room 204  
 Oshkosh, WI 54901

For more information, contact Planning Services at:

920-236-5059  
 planning@ci.oshkosh.wi.us.

# SOLD ON OSHKOSH PROGRAM OVERVIEW

The Sold on Oshkosh Program is part of ONE Oshkosh - Our Neighborhoods Engage.

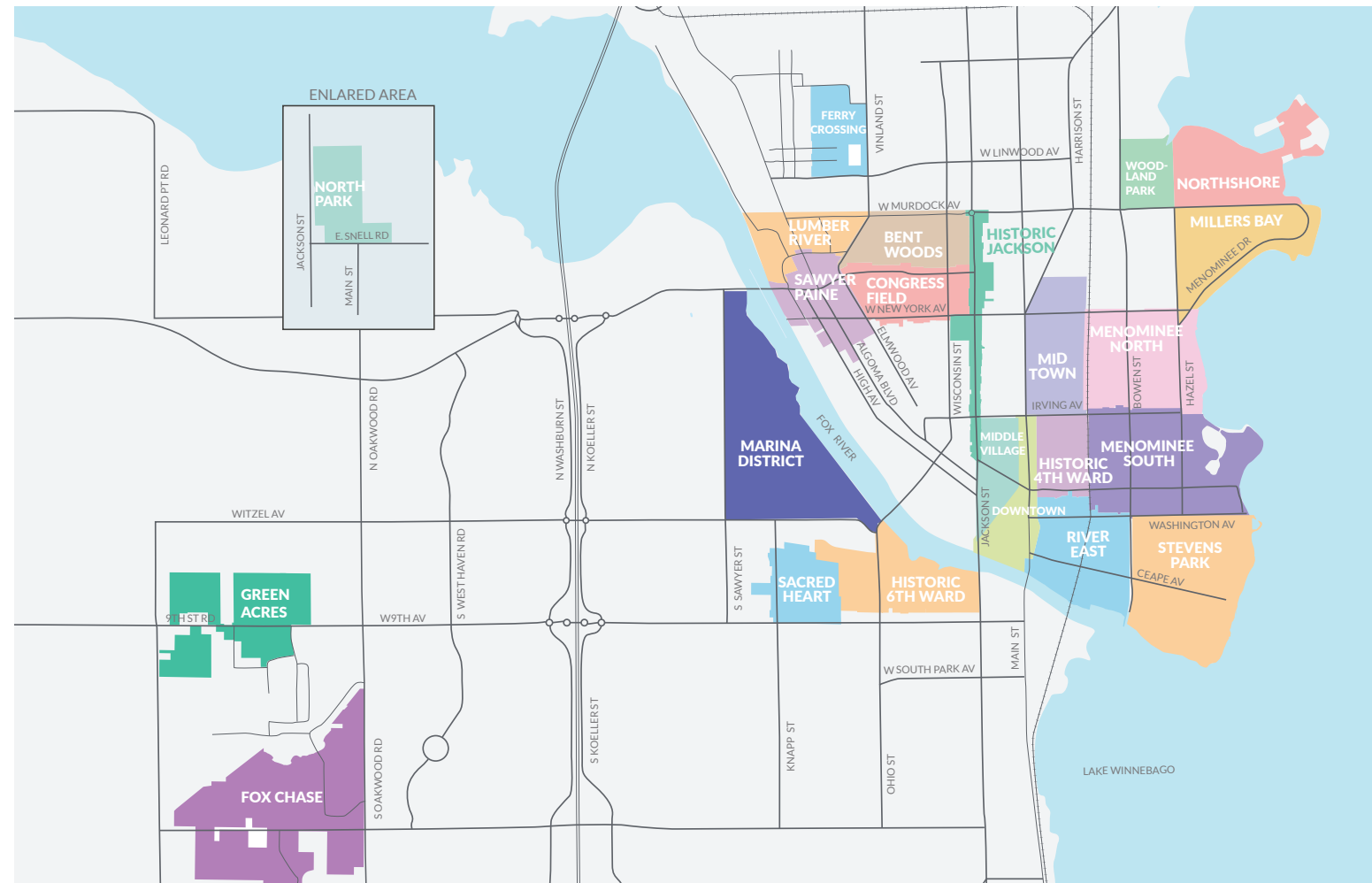




The City of Oshkosh Sold On Oshkosh program was created to provide a flexible and affordable financing option for home buyers seeking to purchase a new home.

The Sold on Oshkosh Program is designed to promote pride of place and homeownership within Oshkosh neighborhoods. Eligible program participants seeking to purchase property within a participating neighborhood (see map) could receive a 5-year forgivable loan up to \$7,500.

Sold on Oshkosh program funds cannot be applied to homes that have already been purchased. Pre-approval is required. Funds are available on a first-come, first-served basis and are subject to funding availability.



## APPROVAL PROCESS

- 1 Counseling Certificate:** Complete home buyer counseling from a HUD-approved Home Buyer Counseling Agency. Waivers available for previous homeowners.
- 2 Bank Loan Pre-Approval:** Receive a "pre-qualification" or "pre-approval" from a first mortgage from a local lender (or have documentation of available funds if using cash). Buyers must contribute at least 1% of their own funds towards the purchase.
- 3 Submit application to the Sold on Oshkosh program.** Funding is not available if you have already purchased the property. Applicants must apply and be approved for the loan before purchasing the property in order to be eligible.
- 4 Loan processing & committee review:** City staff collects additional information and the loan committee reviews materials to determine whether to approve or deny an application. Allow 30 days between application submission and determination.
- 5 Make Offer to Purchase:** Work with real estate agent to locate an eligible property. Allow 30 days between offer and closing date to finalize financing approval process.
- 6 Close on New Home:** City Staff will attend the scheduled closing to obtain signatures on a mortgage and promissory note and present the check for home buyer assistance.
- 7 Move In and Enjoy Your New Home!** Once you have lived in the home for five years, the Sold on Oshkosh loan will be fully forgiven. Loans are forgiven on an annual prorated basis over a five year period. Should the property be sold within the initial five year period, the property owner is responsible for repaying the loan balance at the time of sale or moving.



Counseling Certificate & Bank Pre-Approval



Sold On Oshkosh Program Application



Loan Processing & Committee Review



Make Offer to Purchase



Close on New Home



Move In and Enjoy Your New Home!



## Terms

Incentives may be considered on a case-by-case basis upon application submittal. Below are the general terms that will apply for each Sold on Oshkosh loan:

- 5-year 0% interest loan up to \$7,500 (\$1,500 forgiven annually) in recognized Association Neighborhoods. \$5,000 (\$1,000 forgiven annually) City wide. Loan is secured by a mortgage on the property.
- Insurance, mortgage, and taxes must remain current.
- If the home is sold before the loan is fully forgiven, the balance is due upon sale of the property.
- Property owner(s) cannot spend more than 30% of their household income on housing related expenses.

## Additional Incentive

An additional \$5,000 forgivable incentive is available for property owners that reduce the number of units in a structure. Only legal units in place at the time of application will be eligible for the forgivable incentive (e.g. if a purchase involves converting a duplex to a single family home, the maximum city funding that would be available would be \$7,500 for the purchase and \$5,000 for reducing the number of units, for a total of \$12,500).

## Additional Requirements

- The borrower must have a minimum down payment of 1% of the purchase price from their own funds.
- First-time homebuyers or individuals that have filed for bankruptcy in the last five years will be required to complete a HUD-approved home buyer education course within 18 months prior to loan closing. A copy of the education certificate must be submitted to the City of Oshkosh prior to finalizing the loan approval process.

*\*Program fund are limited*

