

WHAT IS THE MANASSAS HOUSING TRUST FUND?

The Manassas Housing Trust Fund (MHTF) was established in 1992 to assist moderate to low income families in our community who are unable to meet housing needs on their own. The MHTF homeownership assistance program provides financial and budgeting educational programs, home ownership counseling, and deferred loans for down payment and closing cost assistance. MHTF utilizes an application and review process to determine eligibility. The MHTF also has limited funding available for below market fixed rate first trust loans, and first trust financing through local private lending institutions who have made a commitment to work cooperatively with the MHTF. MHTF is a local non-profit organization operated by a volunteer Board of Directors.

ELIGIBILITY REQUIREMENTS:

- All persons, individuals, families and/or household members must be U.S. Citizens, U.S. non-citizen national or qualified alien legally admitted to the U.S. with valid USCIS documents.
- Gross household annual income is projected forward for one year from date of settlement and cannot exceed 80% area median income (AMI), adjusted for family size per chart below. Note: Interest from assets is added to income in determining eligibility. Interest on assets under \$5,000 is imputed @ the HUD determined passbook rate. For assets over \$5,000 the greater of the actual interest earned or the imputed at the HUD rate are included as income:

1 person	2 persons	3 persons	4 persons
40,600	46,400	52,200	58,000
5 persons	6 persons	7 persons	8 persons
62,650	67,300	71,900	76,500

Please NOTE: Households must report correct actual or anticipated increases in income with 10 days of occurrence or notification of change.

- Must have sufficient income and good credit to qualify for a first trust loan from a lending institution and meet all guideline requirements for qualifying with the MHTF.

- Must be a first time homebuyer. Persons, individuals, families or households cannot have purchased or had ownership interest (own, purchase, co-sign on a home loan, inherit, etc. regardless of whether they lived there) in a home or other residential property in the last three years, anywhere in the United States, foreign land or country.
- Must be willing to participate in and completion of all the program's financial Counseling and homeownership educational requirements.
- Have a minimum of \$500 of personal funds available for earnest money deposit, credit report or other closing costs that may be required, amount subject to change based on type of 1st trust financing.

PROGRAM GUIDELINES

- Funds provided for down payment assistance, and actual normal and customary closing costs, up to \$50,000 on case-by-case basis. Determination of assistance is based on the minimum amount that would be required by your mortgage program to purchase a home that is appropriate to your family size, and within your ability to repay the mortgage.
- First trust financing must be a fixed rate of interest, STEP Program or Buy-Down Rate Program. Adjustable Rate Mortgages are not allowed.
- Periodically available to qualified borrowers The MHTF has two special VHDA below market interest rate first trust financing programs 1) SFRLF and 2) SPARC & STEP, these programs have below market fixed rate first trust funding, subject to borrower having no more than 1% of sales price of their own funds, and must meet all program guidelines.
- Seller is required to pay \$ 300.00 processing fee to MHTF.
- Assistance is in the form of a second deed of trust that is interest free for the fifteen (15) year affordability period. The property must be owner occupied for the affordability period of fifteen (15) years. If the property is sold, or used as a rental the total loan amount will be due and payable. At the end of the fifteen (15) year affordability period and as long as the borrower has maintained the property as their principal residence the MHTF loan is forgiven.
- The MHTF gives priority to single parents with children; families with children; senior citizens, and persons with disabilities. Applicants who reside or work in the City of Manassas will be given preference over applicants from other areas. Others may be considered at the discretion of Board. A second deed of trust will secure the MHTF Loan. The MHTF loan

will not be subordinated for a Home Equity loan, Home Improvement loan or any other type of loan, to include refinances of the first trust loan that would result in cash out for the borrower or removal of equity for any reason to include debt consolidation. The only allowable subordination will be to lower existing first trust loan interest rate which would result in the increase of the first loan by no more than \$ 5,000.00, all requests on case by case.

PROPERTY ELIGIBILITY

- Properties must be located in the City of Manassas.
- Properties selected for purchase must be owner occupied or **VACANT**. You are not allowed under this program to view or write a contract on tenant occupied properties, under any circumstances. Any contracts written with a tenant in the property will not be honored or funded by the MHTF.
- Properties purchased must meet and/or exceed Housing Quality Standards (HQS) at time of initial occupancy and before any funds will be disbursed.
- Properties built before 1978 with chipping, peeling, scaling, or chalking paint will require the seller to correct defective paint surfaces in accordance with Federal Lead-Based Paint Requirements subject to a Certified lead abatement contractor performing the tests and work required. The MHTF must be provided with satisfactory clearance test results conducted by an independent certified lead paint inspector.
- Properties must qualify as affordable housing: Initial purchase price cannot exceed 95% of the median purchase price as deemed by HUD.



APPLYING FOR ASSISTANCE

If you are interested in the MHTF Assistance Program you may obtain an application by calling the MHTF and one will be mailed to you or you may pick up an application package at the Department of Social Services, located at 8955 Center Street, Manassas, VA 20110. Completed applications will be screened for eligibility and availability of funds for the program(s) outlined. Applicants deemed potentially eligible will be placed on a waiting list and served on a first come, first served basis after completing all of the required financial counseling and homeownership training.

If you are interested in the City of Manassas Housing Trust Fund, Inc. Housing Program, please contact:

**Joan S. Duckett - Executive Director
8955 Center Street
Manassas, VA 20110
(703) 361-8277 ext 2326
and/or
(540) 341-0280**



The Manassas Housing Trust Fund Homeownership Assistance Program

**Meeting the Housing Needs of Our
Community Through Homeownership
Assistance**



Manassas Housing Trust Fund, Inc. Homeownership Program

**Making the Dream of
Homeownership Come True**

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