

If you are applying for Down Payment Assistance, please bring the following when submitting your application.

\_\_\_\_\_ Most recent month's proof of income; paystubs, SSI or SSA Letter, Child support Etc.

\_\_\_\_\_ Most recent 2 (two) Months Bank Statements for ALL accounts

\_\_\_\_\_ Copy of Social Security Card for each household member

\_\_\_\_\_ Copy of Current Photo ID for each household member over age 18

\_\_\_\_\_ Most recent 2 (two) years W-2 for each household member over age 18

\_\_\_\_\_ Most recent 2 (two) years Federal Tax Return (this must be SIGNED!!!)

\_\_\_\_\_ Divorce Degree (If Applicable)

\_\_\_\_\_ Copy of executed Real Estate Purchase Contract

# UINTAH BASIN ASSOCIATION OF GOVERNMENTS DOWN PAYMENT ASSISTANCE APPLICATION



We are an equal opportunity agency. Any accommodations including aux-iliary aids and services are available upon request to individuals with disabilities by calling 435-722-4518 at least 3days prior to your appoint-ment. Individuals with speech and/or hearing impairments may call the relay Utah by dialing 711, and/or Spanish relay Utah 1-888-346-3162 for assistance

Applicant must complete all sections for application to be considered complete.

Applicant Name(s): \_\_\_\_\_

Present Address: \_\_\_\_\_

City State Zip

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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

Gross Annual HOUSEHOLD Income:(this includes anyone over 18 living in the home) \_\_\_\_\_

Number of persons in household: \_\_\_\_\_

The following questions are for survey purposes ONLY, answers will NOT affect an Applicant's Eligibility  
PLEASE CIRCLE ONE FROM EACH CATEGORY

Head of Household is: MALE FEMALE PREFER NOT TO ANSWER

Ethnic Origin: HISPANIC/LATINO NOT HISPANIC/ LATINO

Race: American Indian / Alaska Native Asian White

Black / African American Native Hawaiian / Other Pacific Islander

Are any household members disabled? YES NO

Are you a US Citizen? YES NO

The following questions pertain to the proposed PURCHASING property.

Address: \_\_\_\_\_

City State Zip

This home is a: Detached Single Family Dwelling  
(please circle one) Condominium  
Other \_\_\_\_\_

Number of Bedrooms in home \_\_\_\_\_ Number of Bathrooms in home \_\_\_\_\_

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

Down Payment Amount Requested: \$ \_\_\_\_\_

Lender Information: \_\_\_\_\_  
Mortgage Company  
\_\_\_\_\_  
Loan Officer Telephone Number

Closing Information: \_\_\_\_\_  
Title Company  
\_\_\_\_\_  
Closing Agent Telephone Number  
\_\_\_\_\_  
Address City State Zip

**Household Information**

To process this application, please include information for ALL members in the home.

NAME

SOCIAL SECURITY NUMBER

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby apply for Uintah Basin Association of Governments – Down Payment Assistance Loan/Grant. I agree to comply with all terms and conditions of the Uintah Basin Association of Governments – Down Payment Assistance. I understand that failure to comply with any condition, or the submission of false or misleading information may result in rejection of this application. I also understand that I am not hereby committed to buy the above-mentioned property if issues arise.

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Co-Applicant Signature Date

\_\_\_\_\_  
Intake Signature Date

\_\_\_\_\_  
Reviewer Signature Date



## LETTER OF COMMITMENT

Whereas \_\_\_\_\_ has provided the following information:  
(Applicant)

- 1. A completed Down Payment Assistance Application
- 2. A copy of the executed Real Estate Purchase Contract for the purchase of a single-family residential property located within the Uintah Basin.
- 3. A copy of the applicant’s last 2(two) years tax returns, 1(one) month of proof of income, 2(two) most recent months of bank statements, a copy of photo ID, and a copy of social security card.
- 4. A signed and notarized Affidavit of Closing Cost and/or Down Payment Assistance.

And whereas the Uintah Basin Association of Governments (UBAOG) has reviewed the application and found it to meet all program requirements, the Applicant hereby acknowledges application for a loan/grant of \$ \_\_\_\_\_ and agrees to adhere to the requirements and procedures specified in this letter. Signature of the closing documents for the purchase including a Trust Deed and Trust Deed Note showing Uintah Basin Association of Governments, will constitute the Applicant’s acceptance of the loan/grant on the terms specified in this letter of commitment.

### **COMMITMENT**

Subject to the Applicant’s following all procedures described in this Letter of Commitment and fulfilling all requirements described herein, and upon the execution of the Trust Deed and Trust Deed Note, and obtaining the execution of the loan/grant of \$ \_\_\_\_\_ to the undersigned applicant, and acknowledges that said property is located at:

\_\_\_\_\_  
Address City State Zip

**\*THIS COMMITMENT LETTER SHALL TERMINATE 45 (FORTY-FIVE) DAYS FROM THE DATE OF THIS LETTER\***

## REQUIREMENTS

1. Applicant shall have a period of 45 (forty-five) days from the date of the Letter of Commitment to close on the property. USDA/RD, FHA, VA or other conventional first mortgage financing shall be allowed. There shall be NO seller financing.
2. After receiving this Letter of Commitment, and before any funds can be released, the Applicant shall provide to the Uintah Basin Association of Governments the following:
  - a. Signed, original Letter of Commitment
  - b. Copy of Preliminary Title Report covering the purchasing property
  - c. Letter indicating preliminary credit approval from the lender and amount of appraisal on property to be purchased.
  - d. Executed Lender's Affidavit
3. After receipt of the above-listed documents, our office will require 7-10 (seven-ten) days before funds can be issued.
4. The \$\_\_\_\_\_ loan/grant provided by the UBAOG to the Applicant may be used by the Applicant for Down Payment and/or Closing Costs.
5. The \$\_\_\_\_\_ loan/grant funds provided by the UBAOG shall be repaid by the Applicant in full, if the applicant sells, exchanges, transfers title or ceases using the purchased as their primary residence.
6. The \$\_\_\_\_\_ loan/grant shall be disbursed at time of closing and duly recorded on the Closing Settlement Statement. These funds shall only be disbursed after the Trust Deed, Trust Deed Note, and Truth in Lending are executed and notarized.
7. The residence to be purchased MUST be a single-family detached home or single-family attached home located within Duchesne, Uintah or Daggett County, verified and approved by the UBAOG.
8. The Applicant must occupy the purchasing property as their primary personal residence.
9. No member of the Board of Directors, or any staff member of the UBAOG, shall have any interest in the transaction with the Applicant.

**SIGNATURES**

UINTAH BASIN ASSOCIATION OF GOVERNMENTS:

\_\_\_\_\_  
UBAOG Intake Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
UBAOG Reviewer Signature

\_\_\_\_\_  
Date

APPLICANT(S):

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

PURCHASING PROPERTY:

\_\_\_\_\_  
Address City State Zip

SUBSCRIBED and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

STATE OF UTAH )  
 ) :ss  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_  
Notary Public

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

## UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION

The loan for Down Payment Assistance is being provided by the Uintah Basin Association of Governments (UBAOG).

Federal funds from the Community Development Block Grant is the funding source for these funds.

Property being purchased: \_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

1. The purchase of the above single-family dwelling is a voluntary purchase.
2. The sale/purchase price has been mutually agreed to by both seller and buyer.
3. The above property is to be used as a single-family dwelling as purchasers' primary residence.

By signing below, buyer agrees to the above statement.

BUYER:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date





Lender Completes

## PRELIMINARY CREDIT APPROVAL

To: Uintah Basin Association of Governments  
330 South 100 East  
Roosevelt, UT  
84066

\_\_\_\_\_ Date

Re: \_\_\_\_\_  
Buyer's Name

The above-named individual (buyer(s)) has received a preliminary credit approval to purchase a home located at:

\_\_\_\_\_ Address City State Zip

The appraised amount of this home is: \$ \_\_\_\_\_

The current household annual income, for the above referenced buyer(s), has been verified to be: \$ \_\_\_\_\_

This preliminary credit approval is contingent on the buyer meeting all requirements for closing of the lending institution.

The anticipated closing date is: \_\_\_\_\_

\_\_\_\_\_  
Name of Lending Institution

\_\_\_\_\_  
Lending Officer – Print

\_\_\_\_\_  
Lending Officer – Signature

\_\_\_\_\_ Address City State Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

330 East 100 South Roosevelt, Utah 84066 (435) 722-4518



Updated 04.26.2023



### AFFIDAVIT OF NON-EMPLOYED STATUS

**\*TO BE COMPLETED BY FAMILY MEMBERS 18 YEARS AND OLDER NOT RECEIVING ANY INCOME\***

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Address City State Zip

In connection with your review of my application for single-family housing assistance, I confirm that:

Mark 1 (one) box and fill in the blanks.

- I am not currently employed in any capacity.
- **I have NO intention of becoming employed in the next 12 months.**  
Reason: \_\_\_\_\_
- I am not under any affirmative obligation to obtain employment.
- I do not receive unemployment compensation or any other benefits.  
Because of my non-employed status.

- I am not currently employed in any capacity.
- **I DO intend to be employed in the next 12 months.**
- Based upon my education background, prior employment experience, and career training, I anticipate earning \$\_\_\_\_\_ over the next 12 months. I anticipate starting employment as a \_\_\_\_\_ earning \$\_\_\_\_\_ per hour, working \_\_\_\_\_ hours per week.  
In support of this estimate, I have submitted:
  - Previous year's tax return
  - Previous job and salary history
  - Other supporting documentation

I understand that this affidavit is made as part of the qualification procedure to determine eligibility for qualification in said affordable-housing programs and that any misrepresentation herein will be considered a material breach of the agreements made and subject me to penalties, including possible recapture of financial assistance. Under penalties of perjury, I certify that the above representation to be true as of the date shown above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

330 East 100 South Roosevelt, Utah 84066 (435) 722-4518



