



Dear Prospective Home Buyer:

Thank you for your interest in the Collier County Neighborhood Stabilization Program (NSP). Beginning in September 2009, renovated single family homes will be available for purchase by income qualified households. These properties are located in Golden Gate City and Golden Gate Estates at this time. The homes will be available on a first-come, first-served basis. The approved applicants will receive a list of the NSP property addresses as they become available.

The first step in the application process is to gather the supporting documents on the enclosed check list. Once you have all your documents assembled, please return the pre-application and supporting documents, along with the credit authorization form, to our office at 3301 E. Tamiami Trail, Building H, Suite 211, Naples, Florida 34112. All approved applicants must provide a copy of their Home Buyer Education Certificate before they can purchase a NSP home. If you have not taken the Home Buyer Education class, you can register at [www.collierhousing.org](http://www.collierhousing.org).

The Neighborhood Stabilization Program will be available to individuals and families earning not greater than 120% of the area median income. See the chart below for income levels, adjusted for household size.

This program utilizes zero percent interest, deferred payment loans, which are payable on sale of the property, refinance, or loss of homestead exemption. The homes purchased through the NSP must remain affordable for 15 years. Applicants must have a minimum of 3% of the purchase price for down payment and must qualify for a bank mortgage.

Once again, thank you for your interest and please do not hesitate to call if you should have any questions or require additional information.

Sincerely,

Frank Ramsey  
Housing Manager

**120 Percent Area Median Income**

Family Size	1	2	3	4	5	6
Income Limit	\$59,250	\$67,920	\$76,440	\$84,960	\$91,800	\$98,520





## NEIGHBORHOOD STABILIZATION PROGRAM PRE-APPLICATION CHECK LIST

### REQUIRED DOCUMENTATION

- \_\_\_\_1) Two months bank statements for all adults (*i.e. checking, savings, Certificate of Deposit, IRA*)
- \_\_\_\_2) Two months business bank accounts (*if self employed*)
- \_\_\_\_3) Current Social Security, Disability and/or Pension statements (*if applicable*)
- \_\_\_\_4) Child support/Alimony Court Order and Divorce Order (*if applicable*)
- \_\_\_\_5) Recent pay stubs covering 30 days for all adults
- \_\_\_\_6) Home Buyer Education Certificate or scheduled to take the class
- \_\_\_\_7) Copy of 2 years federal income tax returns for all adults (*including W2s*)
- \_\_\_\_8) Copy of 2 years business tax returns if self employed (*all schedules*)
- \_\_\_\_9) Credit report check in the amount of \$30.00 payable to Collier County BCC (*If applicants are not married the costs is \$30.00 for each individual*)
- \_\_\_\_10) Copy Florida Driver's License and, if applicable, Permanent Resident Card
- \_\_\_\_11) A minimum of \$3,000 to support down payment (*Proof of funds must be supported through your bank account*)

**Please note: Failure to include all items listed above will result in your application being denied and/or suspended. Incomplete applications will not be accepted and may be returned to the applicant.**





## NEIGHBORHOOD STABILIZATION PROGRAM

### Pre-Application

Please clearly print and provide all information listed below

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

Co-Applicant Name: \_\_\_\_\_

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

Phone: (Day)\_\_\_\_\_ (Evening)\_\_\_\_\_

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

Household Members: (# Adults)\_\_\_\_\_ (# Children)\_\_\_\_\_

Applicant Employer: (Name)\_\_\_\_\_ (# Years)\_\_\_\_\_

Co-Applicant Employer: (Name)\_\_\_\_\_ (# Years)\_\_\_\_\_





**CREDIT INVESTIGATION AND VERIFICATION AUTHORIZATION FORM**

**TO:** Any Consumer Reporting Agency, Employer and/or Lender

**I/We**, hereby authorize Collier County Housing and Human Services, in partnership with the Collier County Loan Consortium, to obtain any and all information, including employment, savings and checking account history, loan history, or credit reports with respect to **my/our** credit worthiness, credit standings, credit capacity or other information which Collier County Housing and Human Services may request to evaluate **my/our** credit.

**I/We** agree that Collier County Housing and Human Services may share any credit and property information obtained with any participating financial institution.

***If co-applicants are not married, 2 separate reports and fees are required***

Applicant's Name: \_\_\_\_\_

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

Social Security Number: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Co-Applicant's Name: \_\_\_\_\_

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

Social Security Number: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

