



SCRANTON HOMEBUYER ASSISTANCE PROGRAM ELIGIBILITY SURVEY

The Scranton Homebuyer Assistance Program provides cash assistance for homebuyers toward exterior improvements/repairs needed. Please complete the following Eligibility Survey to qualify for this program:



Eligibility

To qualify as a recipient, applicants are required to complete a full application along with supplemental documentation necessary and meet all following eligibility requirements:

PLEASE ANSWER BY CIRCLING YES or NO

- Yes or No** Homebuyer Applicant has an active sales agreement for a home purchase in the City of Scranton with an upcoming closing date
- Yes or No** Home will be the primary residence for the homebuyer applicant
- Yes or No** Home purchase is within Scranton city limits
- Yes or No** Home purchase does not exceed \$120,000 to meet affordable housing needs
- Yes or No** Up to \$5,000 of funds available to be requested will utilized for exterior home improvements/repairs made to the property once purchased
- Yes or No** Homeowner currently meets all requirements of the lender and mortgage insurer/guarantor
- Yes or No** The property is a single-family dwelling; one-unit residence; or approved condominium
- Yes or No** Homebuyer agrees to participate in a NeighborWorks homebuyer education program prior to closing

Intake Process

If you answered yes to all of the above eligibility statements, please complete the following application steps:

- 1.** Complete and submit a **completed** intake application form, along with supplemental documentation requested.
 - Applicants must apply **BEFORE** the home purchase/closing date; supplemental documentation is needed:
 - Copy of current Sales Agreement, which contains the closing date, indicated purchase price of the property at or below \$120,000 as well as the intended address of the property for purchase.
 - Copy of government Issued ID card
- 2.** Applicant must submit the project details in request to be considered, which includes:
 - Photos of the project area
 - Contractor estimate(s); copies of contractor liability insurance and HIC license
- 3.** If all above is submitted and complete, the Homebuyer Applicant is responsible for submitting the following:
 - a copy of the final closing HUD document
 - Homeowner's insurance for the new address

Since this program operates on a first come, first serve basis, **both documents must be submitted no more than 15 day** from when the closing takes place as proof of home purchase price and ownership.

Questions? **Contact Ellen Holden at (570) 558-2490 or eholden@nwnepa.org**



SCRANTON HOMEBUYER ASSISTANCE PROGRAM APPLICATION

I. Homebuyer Information

Last Name: _____ First Name: _____

Home Purchase Street Address: _____

City, State and Zip: _____

Primary Contact Person (if other than applicant): _____

Phone number: _____ Alternate number: _____

Email: _____ Referred by: _____

The following questions below are used for internal reporting purposes only

Gender: Male Female Date of Birth: ____/____/____ Race: _____

Ethnicity: _____ English Proficiency: Fluent/Proficient Limited/Not proficient

Marital Status: Single Married Divorced Total Household Annual Income: _____

Total Members living in Household: _____ Pets (number and type): _____

Please indicate if any household members (including applicant) are:

Elderly (65+) ____ Under 18 ____ Disabled ____ Military Veteran ____ Active Duty Military ____

If active duty or veteran military, please note branch of service, rank, number of years served and any war/combat, medals and/or honors received:

II. Property Details

Is the address listed your intended primary residence? _____

Do you own any other property or assets valued at or more than \$15,000. If yes, please explain?

Do you plan to carry homeowners insurance? _____

Does your home for purchase have multiple units? _____

If yes, do you plan to rent the units? _____



Do you know if your home resides in a moderate or high-risk flood zone? _____ If yes, do you intend to carry flood insurance? _____

Do you currently have a mortgage at another property? _____
 If yes, is your mortgage current? _____

Have you ever filed for bankruptcy (if yes, when)? _____

III. Exterior Improvement/Repair Needs – Please check and provide a brief description of items requested (attach separate sheet if needed and/or contractor estimate)

Needed	Improvement/Repair Item	Notes
<input type="checkbox"/>	Exterior doors	
<input type="checkbox"/>	Exterior Painting	
<input type="checkbox"/>	Porches and screens	
<input type="checkbox"/>	Roofing	
<input type="checkbox"/>	Siding	
<input type="checkbox"/>	Foundation	
<input type="checkbox"/>	Chimney	
<input type="checkbox"/>	Landscaping	
<input type="checkbox"/>	Fencing	
<input type="checkbox"/>	Windows	
<input type="checkbox"/>	Railings	
<input type="checkbox"/>	Locking Systems	
<input type="checkbox"/>	Tree/Stump removal	
<input type="checkbox"/>	Outdoor lighting	
<input type="checkbox"/>	Pest control	
<input type="checkbox"/>	Demolition	

The project requested is expected to start: ____/____/____ and end: ____/____/____ OR the projected is expected to take ____ weeks / months (please indicate)

If you are using a contractor:

Please give the full name of the company and address:

Please list their PA HIC license _____

Is the contractor licensed to work in the City of Scranton? Yes No

Do you have a working heating system? Yes No



Do you have a working water heater? Yes No

Are you currently aware of any structural damage? Yes No

To the best of your knowledge, is the area to be repaired free of mold, asbestos, lead and debris?
Yes No

Please explain how the repair or enhancements requested in the application will improve their overall quality of life and recent home purchase: _____

Signature: _____

Date: _____

Please, return completed application with necessary supplemental documents including:

- sales agreement
- photos of repair request
- contractor estimates
- timeline schedule

Submit application and documents to:

Ellen Holden, Office and Volunteer Coordinator
NeighborWorks® of Northeastern Pennsylvania
1510 North Main Avenue
Scranton, PA 18508
Phone: (570) 558-2490
Fax: (570) 558-2496

