



Member driven.  
Community focused.

## Homebuyer Equity Leverage Partnership Program (HELP)

### 2017 Funding Manual



# HELP Program Funding Manual

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This manual is designed to help you become familiar with the funding process. It provides information you'll need to make your funding request(s) complete and accurate.

The following documents provide detailed instructions on each of the forms that must be submitted to the Bank in order to process your funding request(s). This information must be provided for **each** funding request. **Tip: Duplicate the form in this section for future use.**

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## HELP Program Questions and Answers

**Q. Why does the Bank require documentation before releasing grant funds?**

A. In order to determine that grant recipients are eligible for HELP funds and to reduce the potential for recapture of funds from our members, we require documentation of pass-through of HELP funds, evidence of acceptable long-term retention documentation, and independent verification of income on each prospective HELP recipient.

**Q. Can a homebuyer receive cash-back at closing?**

A. No. This is strictly prohibited and may result in the recapture of the grant. The reimbursement of deposit or earnest money is considered cash-back and is prohibited.

**Q. Are you concerned with the date of the income documentation?**

A. Some income documentation, such as paychecks and verification of employment letters, must be dated within 3 months prior to the date the member determined the household was income qualified to receive HELP funds. Please refer to the Verification of Income form in this Funding Manual to determine acceptable income documentation.

**Q. How do you calculate income?**

A. There are several acceptable methods of calculating income depending upon the source of income and the income documentation. The Bank's preferred method is to use gross year-to-date income and the Income Calculation Tool that is available on our website under the HELP Funding Manual. Please contact our office if you have questions on how to calculate the income.

**Q. Can I include food stamps in calculating income?**

A. No. Food stamps are not considered taxable income. Please refer to the Guidelines for Determining Income Eligibility included as Attachment G to the Bank's Affordable Housing Program Implementation Plan for guidelines on what should and should not be included in income.

**Q. How do you calculate income for seasonal workers?**

A. We take the previous year's W-2(s) or signed tax return(s).

**Q. How does the Bank average an applicant's overtime?**

A. We will use the applicant's year-to-date overtime and average it over a 52-week period. If the applicant is not expected to work additional overtime, we will need documentation from the employer. We will then add the overtime to his/her regular gross income.

**Q. How is the household size determined?**

A. Any individual who is permanently residing in the household at the time of income qualification must be included and listed on the Household Income Certification along with his or her income, if applicable, unless the individual is under the age of 18 years, in which case the individual's income need not be listed. A pregnant woman would be counted as one within the household size.

**Q. Does the Bank have a standard retention document?**

A. No. In order to allow our members as much flexibility as possible, we only provide sample documents. These can be modified as needed to fit the specific situation as long as they include our required regulatory language. If your retention document will differ substantially from the Bank's sample retention documents, please contact the Bank at 800.362.2944.

**Q. Does the retention document have to be recorded prior to receiving HELP funds?**

A. No. We will accept a preliminary document. However, we will require a signed and legally recorded document within 60 days of the Bank's disbursement of funds to the member. Failure to provide this documentation within 60 days may result in a delay of future fundings and/or a recapture of prior disbursed funds related to the deficient document(s).

**Q. Do I have to close on the loan prior to receiving HELP funds?**

A. No. We will accept a Loan Estimate with substantially the same information that would be included in the Closing Disclosure to disburse the funds, but will require the Closing Disclosure within 30 days of the Bank's disbursement of funds to the member. Failure to provide this documentation in the time required may result in a delay of future fundings and/or a recapture of prior disbursed funds related to the deficient document(s).

**Q. Can HELP funds be combined with any other approved AHP funds awarded by any Federal Home Loan Bank?**

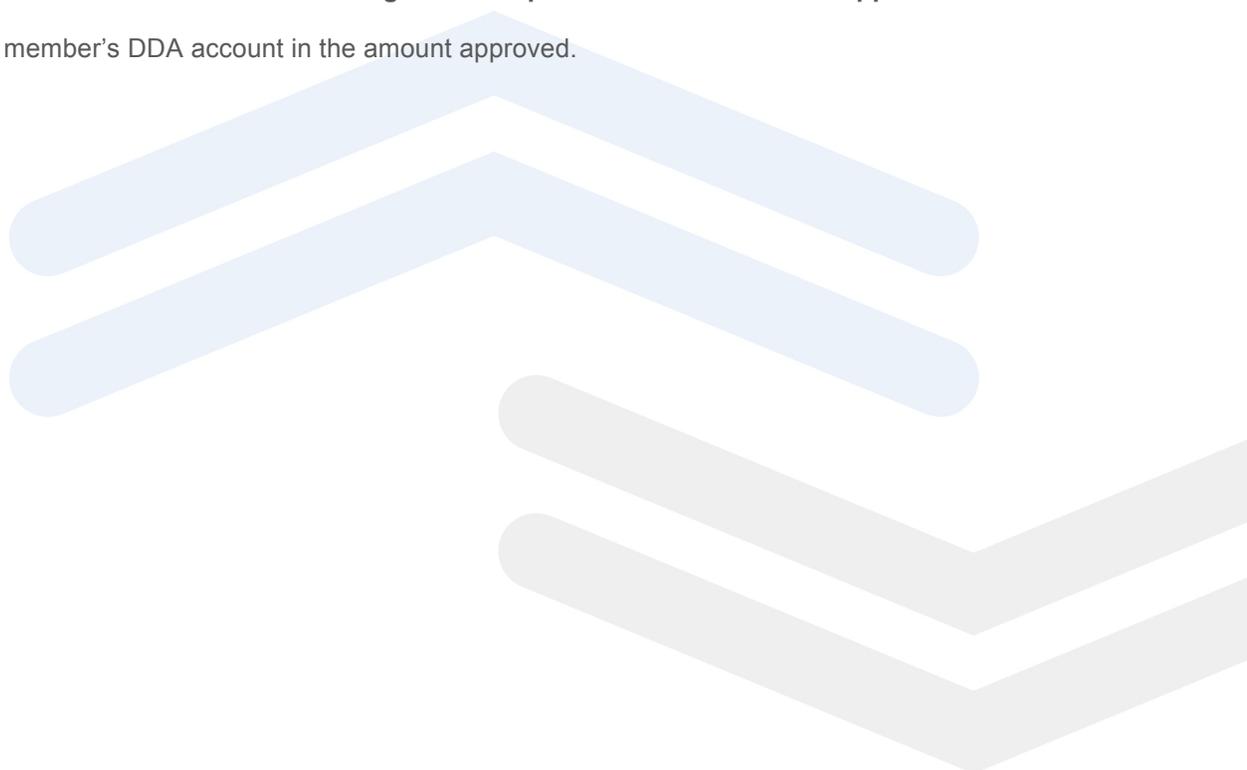
A. No.

**Q. How will I know if a funding request is approved?**

A. A confirmation of approval will be mailed to the member.

**Q. How will the member institution receive funding after a request for funds has been approved?**

A. We will credit the member's DDA account in the amount approved.



## HELP Program Request for Disbursement of Funds

Date: \_\_\_\_\_

Member: \_\_\_\_\_

FHFA ID#: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ HELP Amount Requested\*:\$ \_\_\_\_\_

\*If the member originates the first mortgage, the maximum request is \$7,000; otherwise, the maximum request is \$4,000.

### Please provide the following documents with this completed Request for Disbursement of Funds:

- Member Certification (executed by Member)
- Residential Funding Record
- Household Income Certification Form
- Documents to verify income (please refer to the Verification of Income form in this Funding Manual to determine what documents to submit)
- Income Calculation Worksheet
- Loan Certification
- Long-Term Retention Documentation (please refer to the Long-term Retention Documentation form in this Funding Manual to determine what documents to submit)
- Sources and Uses of Funds
- Closing Disclosure or other settlement statement (HELP funds should be listed separately from other sources). The Bank will accept a Loan Estimate with substantially the same information that would be included in the Closing Disclosure to disburse the HELP funds but will require the Closing Disclosure within 30 days of funding.
- First-time Homebuyer Attestation
- Homebuyer Counseling Certificate
- Signed Homebuyer Equity Leverage Partnership Program Agreement (if not previously submitted)
- Evidence of Member's contribution of at least \$350 towards the required homebuyer education course or toward a reduction of points or closing costs (if applicable to receive up to \$7,000 in grant funds, otherwise, the maximum is \$6,000). (Please refer to the Residential Funding Record portion of this application.)

### Please provide all funding requests to:

Federal Home Loan Bank of Dallas | Community Investment Department | 8500 Freeport Parkway South Suite 600  
Irving, TX 75063-2547 | Phone: 800.362.2944 | Fax: 214.441.8577 | Email: ahp@fhlb.com

Please allow 5-7 business days to review and process your funding request.



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## HELP Program Member Certification

Member Name: \_\_\_\_\_ FHFA ID#: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ ("Homebuyer")

The undersigned member ("Member") hereby acknowledges that any Homebuyer Equity Leverage Partnership Program ("HELP") grant that is funded pursuant to the attached Request for Disbursement of Funds will be subject to the terms and conditions of (i) the HELP Enrollment Application submitted by Member to the Federal Home Loan Bank of Dallas (the "Bank"), (ii) the Homebuyer Equity Leverage Partnership Program Agreement executed by the Bank and Member, (iii) the Bank's Affordable Housing Program Implementation Plan, (iv) the Federal Home Loan Bank Act, (v) the regulations governing homeownership set-aside programs found at 12 C.F.R. part 1291, (vi) any other documents published by the Bank or the Federal Housing Finance Agency relating to HELP or homeownership set-aside programs and (vii) any amendments to any of the foregoing documents (the "HELP Documents").

Member hereby certifies that the Homebuyer currently requires the amount of HELP funds requested. Member acknowledges that the requested HELP funds may only be used for the purposes specified in the HELP Documents.

Member hereby certifies that the HELP funds received by Member will be provided to the Homebuyer and the Homebuyer is a low- or moderate-income household, meaning a household that at the time it was income qualified by Member for participation in the HELP Program had an income of 80% or less of the median income for the area. Member hereby certifies that the total household income for the Homebuyer, as shown on the attached Household Income Certification Form, has been verified by the Member. Member hereby certifies that any person listed on Part I (Household Composition) of the attached Household Income Certification form, who is not a full-time student, has no income, or is under the age of 18 years if no income has been listed for such person in Part II (Gross Annual Income) of the Household Income Certification Form.

Member hereby certifies that if Member is providing mortgage financing to the Homebuyer, the rate of interest, points, fees and any other charges will not exceed a reasonable market rate of interest, points, fees, and other charges for a loan of similar maturity, terms and risk.

Member hereby certifies that any HELP funds received by Member for homebuyer counseling costs have been incurred in connection with the counseling of the Homebuyer who will actually purchase a HELP-assisted unit, and the cost of the counseling has not been covered by another funding source, including the Member.

Member hereby certifies that the information set forth in this completed Homebuyer Equity Leverage Partnership Program (HELP) Funding Manual or provided herewith is, to the best of Member's knowledge after reasonable inquiry, accurate and complete in all respects. Member hereby acknowledges that providing false, misleading or incomplete information to the Bank may result in the denial of funding and/or the recapture of the HELP funds by the Bank.

Member's Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## HELP Program Residential Funding Record

A completed residential funding record must be submitted with each request. This form keeps track of the number of fundings and the dollar amount spent. The following must be completed on the form:

- 1) The **name** of the institution (member bank) and FHFA ID#.
- 2) The **name** of the applicant(s).
- 3) **Property address**
- 4) **City**
- 5) **State**
- 6) **Zip Code**
- 7) **County**
- 8) **Date Income Qualified** – this is the date when the member has received the necessary income documentation and made the determination that the household qualifies for the HELP program. The actual income documentation must be dated within 3 months prior to this date.
- 9) **Annual Income** – this should be the “Total Income” amount from the Household Income Certification Form. Please refer to the Guidelines for Determining Income Eligibility included as Attachment G to the Bank’s Affordable Housing Program Implementation Plan.
- 10) **Monthly Payment** – the total housing payment (principal and interest plus taxes and insurance – PITI).
- 11) **Median Income Ratio (%)** – divide the applicant’s annual income by the adjusted median income (the median income adjusted for family size). The current median income guidelines and instructions can be obtained through our website ([www.fhlb.com](http://www.fhlb.com)) or by contacting the Bank at 800.362.2944.
- 12) **Housing Ratio (%)** – multiply the monthly payment by 12 and then divide by the annual income.
- 13) **Household Size** – include each person that will be residing in the home.
- 14) **Member Contribution** – HELP funds will be granted up to \$6,000 toward down payment/closing costs unless the member contributes at least \$350 toward the required homebuyer education course or toward a reduction of points or closing costs, in which case HELP funds will be granted up to \$7,000 toward down payment/closing costs. Member must submit evidence of Member’s contribution of at least \$350 toward the required homebuyer education course or toward a reduction of points or closing costs to receive the \$7,000.
- 15) **HELP Disbursement Amount** – the amount requested by the member for each applicant (if the member originates the first mortgage, the maximum request is \$7,000; otherwise, the maximum request is \$4,000).
- 16) **Cumulative HELP Funds** – The cumulative HELP funds used by the member for the current year to date.



## HELP Program Household Income Certification Form

The Bank will use the information in this form to verify the income eligibility of each household. Please refer to the Guidelines for Determining Income Eligibility included as Attachment G to the Bank's Affordable Housing Program Implementation Plan when completing this form.

Member Data	
Name of Member: _____	
FHFA ID#: _____	Date: _____

Part I. Household Composition				
Household Member #	Name	Relationship to Head of Household	Age	F/T/ Student (Y or N)
1		HEAD		
2				
3				
4				
5				
6				
7				
8				

Part II. Gross Annual Income (Use Annual Amounts)						
Household Member #	(A) Employment or Wages	(B) Social Security/ Pensions	(C) Income From Assets	(D) Payments in Lieu	(E) Alimony/ Child Support	(F) Other Income
1						
2						
3						
4						
5						
6						
7						
8						
<b>Totals</b>	\$	\$	\$	\$	\$	\$
<b>Add totals from (A) through (F) above</b>					<b>Total Income</b>	\$

- A) Employment or Wages: enter the full amount (before any payroll deductions) of all wages and salaries, overtime pay, commissions, fees, tips and bonuses and other compensation for personal services. This amount should include all regular pay, special pay and allowances of a member of the Armed Forces. This amount should include any income from operation of a business or profession.
- B) Social Security/Pensions: enter the full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump sum payment for the delayed start of a periodic payment.
- C) Income from Assets: enter the full amount of interest, dividends and other net income of any kind from real or personal property. (If combined asset(s) are less than \$5,000, report actual income from the asset(s). If combined asset(s) are greater than \$5,000, report the greater of income from the asset(s) or .50% of the total asset(s).)
- D) Payments in Lieu: enter the full amount of any payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, severance pay and welfare assistance payments.
- E) Alimony/Child Support: enter the full amount of any alimony and child support payments, if received regularly.
- F) Other Income: enter the full amount of any other income not covered by categories (A) - (E) above and not excluded from income under the Guidelines for Determining Income Eligibility included as Attachment G to the Bank's Affordable Housing Program Implementation Plan. Provide an explanation below:

## HELP Program Verification of Income

The Bank must verify each applicant's income to ensure the income eligibility of applicants. Please refer to the Guidelines for Determining Income Eligibility included as Attachment G to the Bank's Affordable Housing Program Implementation Plan when completing this form.

Things you need to know about income:

- 1) We will accept the following documents for verification of income:
  - Completed and signed U. S. Individual Income Tax Returns (i.e., Internal Revenue Service 1040 Forms); to use this, the household must be income qualified within the first 3 months of the year, or the applicant must be self-employed or a seasonal worker.
  - Year-End Wage and Tax Statements (i.e., Internal Revenue Service W-2 Forms) (if employed on a seasonal basis, the prior year's W-2s are acceptable); to use this, the household must be income qualified within the first 3 months of the year, or the applicant must be self-employed or a seasonal worker.
  - Paychecks with accompanying earnings/deductions statements (must include person's name for verification and must be dated within three months prior to the date the household was income qualified by the member to participate in HELP) –
  - Completed and properly executed verification of employment letters (must include person's name for verification and must be dated within three months prior to the date the household was income qualified by the member to participate in HELP)
  - Social Security Supplemental Income notices
  - Financial statements verifying payments received from annuities, pensions, insurance policies, etc.
  - Financial statements verifying stock portfolio earnings, dividends, and other interest income
  - Letters or case management forms from public assistance agencies
  - Approved HUD Section 8 certificates
  - State housing agency (e.g., Department of Community Affairs) verifications of income
  - Court orders verifying alimony awards and child support payments
- 2) The Bank reserves the right to request more current income documentation if the income documentation is more than three months old. The Bank generally does not accept multiyear averages of income, except that if all or a portion of an individual's income is net income derived from operation of a business or profession the Bank will review and average such income over at least a two-year period.
- 3) We do not include food stamps as part of income. Please refer to the Guidelines for Determining Income Eligibility included as Attachment G to the Bank's Affordable Housing Program Implementation Plan for other items that are not included as income.
- 4) Please include all income for each household member older than eighteen that will be living in the home. If a household member is over 18 years old and has no income, then provide a signed "Certification of Zero Income".
- 5) If the applicant has had more than one job during the year, please provide the start and termination dates. This will ensure that we calculate the correct income.
- 6) Please advise us of any employment gaps or start dates if employment does not include an entire 12 month period.

## HELP Program Income Calculation Worksheet

### (Please Show Calculation)

Date: \_\_\_\_\_ FHFA ID#: \_\_\_\_\_

Name of Member: \_\_\_\_\_

Please attach verification of income from each of the applicable categories of documents below. For each category of documents, show how the portion of the Applicant's income derived from those documents was calculated. For any documents that do not show an entire year's worth of income; an Income Calculation Tool is available on the Bank's website under the HELP Funding Manual to assist you with this calculation.

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

- Using a completed and signed U.S. Individual Income Tax Return or Year-End Wage and Tax Statements (i.e., Internal Revenue Service 1040 Forms and W-2 Forms); to use this, the household must be income qualified by the member within the first 3 months of the year, or the applicant must be self-employed or a seasonal worker:
- Using a Verification of Employment Form (VOE) (must be signed and dated by Employer, include applicant's name for verification and must be dated within 3 months prior to the date the household was income qualified by the member to participate in HELP):
- Using a pay stub from the applicant (please verify that name is printed on stub; must be dated within three months prior to the date the household was income qualified by the member to participate in HELP):
- Using Social Security Supplemental Income notices:
- Using financial statements verifying payments received from annuities, pensions, insurance policies, etc.:
- Using financial statements verifying stock portfolio earnings, dividends, and other interest income:
- Using letters or case management forms from public assistance agencies:
- Using approved HUD Section 8 certificates:
- Using state housing agency (e.g., Department of Community Affairs) verifications of income:
- Using court orders verifying alimony awards and child support payments:
- Using Other Income Documentation (please describe):

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# Certification of Zero Income

(To be completed by adult household members only, if appropriate.)

Name of applicant declaring no income: \_\_\_\_\_

Property address: \_\_\_\_\_  
*Street City State ZIP*

1. I hereby certify that I do not individually receive income from any of the following sources:
  - a) Wages from employment (including commissions, tips, bonuses, fees, etc.);
  - b) Income from operation of a business;
  - c) Rental income from real or personal property;
  - d) Interest or dividends from assets;
  - e) Social Security payments, annuities, insurance policies, retirement funds, pensions, or death benefits;
  - f) Unemployment or disability payments;
  - g) Public assistance payments;
  - h) Periodic allowances such as alimony, child support, or gifts received from persons not living in my household;
  - i) Sales from self-employed resources (Avon, Mary Kay, Shaklee, etc.);
  - j) Any other source not named above.
  
2. I currently have no income of any kind and there is no imminent change expected in my financial status or employment status during the next 12 months.
  
3. I will be using the following sources of funds to pay for rent and other necessities:

\_\_\_\_\_

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understand(s) that providing false representations herein constitutes an act of fraud.

\_\_\_\_\_  
Signature of Applicant/Tenant

\_\_\_\_\_  
Printed Name of Applicant/Tenant

\_\_\_\_\_  
Date

## HELP Program Loan Certification

Under the HELP Program, the rate of interest, points, fees, and any other charges for all loans made to homebuyers should not exceed a market rate of interest, points, fees, and other charges for loans of similar maturity, terms and risk. If there is more than one loan, please complete a separate Loan Certification for each loan.

### Instructions on Completing the Loan Certification form:

**The organization originating a loan to the applicant must complete and execute this form.**

- The name of the member institution.
- The member's FHFA ID#
- The name of applicant(s).
- The name of the institution or organization making the loan.
- Principal Amount of Loan - the applicant's loan amount.
- Loan Term
- Amortization Term
- Rate
- Annual Percentage Rate (APR)
- Points
- Fees (Origination Charges)
- Other Charges - please explain any additional charges and how much they total.
- The effective date of the loan and terms.
- Please explain any items that exceed current market rate conditions.
- Signature

In addition, please answer all of the questions by either checking yes or no.

## HELP Program Loan Certification

Name of Member: \_\_\_\_\_

FHFA ID#: \_\_\_\_\_

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

Name of institution originating the loan: \_\_\_\_\_

Is the member originating the first mortgage?  Yes  No

Is the loan classified as a Home Owner's Equity Protection Act (HOEPA) loan?  Yes  No

Is the loan a Fixed Rate product?  Yes  No

Is the home being purchased a manufactured home?  Yes  No

Is the home being purchased a single family home (1 to 4 unit dwelling)?  Yes  No

*Note: Please complete all boxes below with either an amount, Ø, or N/A.*

Borrower		Borrower	
Principal Amount of Loan		Points	
Loan Term		Fees (Origination Charges)	
Amortization		Other Charges	
Rate		(please explain below)	
Annual Percentage Rate (APR)		Effective Date	

Please explain any Other Charges: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing below, the lender certifies to the following:

- 1) The First Mortgage does not defer the repayment of principal or interest.
- 2) The Financing Package does not include interest only or negative amortization loans (excluding properly utilized reverse mortgage.)
- 3) The Mortgage term is not less than 5 years, and the Amortization term is not less than 15 years.

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

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## HELP Program Long-term Retention Documentation

Things you must know about HELP retention:

- 1) The retention document must include the amount of subsidy for the applicant.
- 2) The retention document must include the number of years of retention. **The retention period for HELP units must be 5 years.**

- 3) Please include substantially the following statements in your retention document:

***Retention agreements for HELP units (5 years).*** The member shall ensure that a HELP unit financed by the proceeds of a direct subsidy is subject to a deed restriction, or other legally enforceable retention agreement or mechanism requiring that:

- The Bank's Community Investment Department or its designee (member institution) is to be given notice of any refinancing or any sale, foreclosure or other transfer of the unit occurring prior to the end of the retention period;
  - In the case of a sale prior to the end of the retention period, an amount equal to a pro rata share of the direct subsidy, reduced by 1/60 for every month the seller owned the unit, shall be repaid to the Bank from any net gain realized upon the sale of the unit after deduction for sales expenses, unless the purchaser is a low- or moderate-income household;
  - In the case of a refinancing prior to the end of the retention period, an amount equal to a pro rata share of the direct subsidy, reduced by 1/60 for every month the occupying household has owned the unit, shall be repaid to the Bank from any net gain realized upon the refinancing, unless the unit continues to be subject to a deed restriction or other legally enforceable retention agreement or mechanism described in this paragraph; and
  - The deed restriction or other legally enforceable retention agreement or mechanism should be subordinate to any valid outstanding lien against the unit currently of record. The obligation to repay HELP subsidy to the Bank shall terminate after any foreclosure of such prior recorded lien, deed-in-lieu of foreclosure of such prior recorded lien, or assignment of such prior recorded lien to the Secretary of Housing and Urban Development.
- 4) This document does not have to be signed and recorded prior to receiving HELP funds. A draft will be acceptable. However, a copy of the signed and recorded deed restriction must be received by the Bank. Deed restrictions on Native American Land must be filed with the Bureau of Indian Affairs (BIA) and must be authorized by the BIA and signed by a tribal official with authority.
  - 5) Following is a sample of a retention document. This is just a sample, and does not have to be used to adhere to our requirements. If, however, your retention document will differ substantially from the Bank's sample retention document, please contact the Bank at 800.362.2944. In addition, if the purchase involves a manufactured home, please contact the Bank at 800.362.2944 so that we can give you additional information.

THESE DOCUMENTS ARE PROVIDED TO YOU AS A COURTESY AND ARE MERELY EXAMPLES. YOU SHOULD CONSULT LEGAL COUNSEL TO ENSURE FULL COMPLIANCE WITH REGULATORY RETENTION REQUIREMENTS AND RECORDING REQUIREMENTS. BY PROVIDING YOU WITH THESE EXAMPLES, THE FEDERAL HOME LOAN BANK OF DALLAS IS IN NO WAY PROVIDING LEGAL ADVICE OR MAKING ANY REPRESENTATION AS TO THE EFFECTIVENESS OF THE DOCUMENTS.

## DEED RESTRICTIONS (Homebuyer Equity Leverage Partnership Program)

Member FHFA ID Number \_\_\_\_\_

THE STATE OF \_\_\_\_\_ **{insert STATE}**  
COUNTY/PARISH OF \_\_\_\_\_ **{insert COUNTY/PARISH}**

The undersigned, \_\_\_\_\_, (“Owner”), is the owner of certain real property and improvements located at \_\_\_\_\_ **{insert PROPERTY ADDRESS}**, in \_\_\_\_\_ **{insert CITY}**, \_\_\_\_\_ **{insert NAME OF COUNTY OR PARISH}**, \_\_\_\_\_ **{insert STATE}**, and more particularly described on Exhibit A attached hereto and incorporated herein for all purposes (the “Property”). For value received, the adequacy and sufficiency of which are hereby acknowledged, Owner does hereby impress the Property with the following deed restrictions:

- 1) For purposes of these restrictions, the following terms have the meaning indicated:
  - “Bank” means the Federal Home Loan Bank of Dallas or its designee.
  - “Direct Subsidy” means the amount funded by the Bank for the benefit of Owner, for the purpose of assisting Owner in the purchase or construction of the Property, which Direct Subsidy shall not exceed \$ \_\_\_\_\_ **{insert AMOUNT OF DIRECT SUBSIDY}**.
  - “HELP” means the Homebuyer Equity Leverage Partnership Program of the Bank.
  - “Low- or Moderate-Income Household” means a household with an income at or below 80% of the median income for the area as determined by the United States Department of Housing and Urban Development, with adjustments for family size.
  - “Retention Period” means a period of five (5) years beginning on \_\_\_\_\_. **{Insert the date of the closing of the sale of the Property.}**
- 2) The Bank’s Community Investment Department or its designee (member institution) is to be given notice of any refinancing or any sale, foreclosure or other transfer of the unit occurring prior to the end of the Retention Period.
- 3) In the event of a sale of the Property during the Retention Period, an amount equal to a pro rata share of the Direct Subsidy, reduced by 1/60 for every month the selling Owner owned the Property, shall be repaid to the Bank from any net gain realized upon the sale of the Property after deduction for sales expenses, unless the purchaser is a Low- or Moderate-Income Household.
- 4) In the event of a refinancing during the Retention Period, an amount equal to a pro rata share of the Direct Subsidy, reduced by 1/60 for every month the occupying Owner owned the Property, shall be repaid to the Bank from any net gain realized upon the refinancing, unless the Property continues to be subject to these deed restrictions.
- 5) This instrument and these deed restrictions are subordinate to any valid outstanding lien against the Property currently of record. Foreclosure of such prior recorded lien, deed-in-lieu of foreclosure of such prior recorded lien, or assignment of such prior recorded lien to the Secretary of Housing and Urban Development shall extinguish this instrument and these deed restrictions; however, the Bank’s Community Investment Department is to be given notice of any foreclosure of the Property that occurs during the Retention Period.

- 6) The provisions of this instrument are hereby declared covenants running with the land and are fully binding on any successors and assigns of Owner who may acquire any right, title, or interest in or to the Property, or any part thereof. Owner, its successors and assigns hereby agree and covenant to abide by and fully perform the provisions of this instrument.
- 7) Owner understands and agrees that this instrument shall be governed by the laws of the State of \_\_\_\_\_ **{Insert STATE}** and that venue for any action to enforce the provisions of this instrument shall be in \_\_\_\_\_ **{Insert NAME OF COUNTY/PARISH}**.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
Title: Owner

THE STATE OF \_\_\_\_\_ **{Insert STATE}**  
COUNTY/PARISH OF \_\_\_\_\_ **{Insert NAME OF COUNTY/PARISH}**

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,  
by \_\_\_\_\_ (Owner).

Notary Public, State of \_\_\_\_\_ **{Insert STATE}**

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

## EXHIBIT A

### Description of Property



## HELP Program Sources and Uses of Funds

As HELP funds are intended as gap, a “Sources and Uses of Funds” document allows the Bank to determine the need for HELP funds. This form must be completed and submitted with each Request for Disbursement of Funds.

### Instructions:

#### Sources of Funds Table

- 1) Provide all sources of funds for the home.
- 2) For each source of funds, provide the following.
  - Name of Source of Funds
  - Amount
  - Rate (%)
  - Term (months)
  - Type: “L” – Loan, “G” – Grant or “E” – Equity
  - Description Code\*
  - Status: “A” – Approved, or “R” – Requested

\* For each source of funds, indicate the appropriate type of funds under the “Descrip. Code” column. The codes are as follows:

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1) Loans – Sources other than Member               <ol style="list-style-type: none"> <li>a. 1st Mortgage</li> <li>b. 2nd Mortgage</li> </ol> </li> <li>2) Low-Income Housing Tax Credits</li> <li>3) Other Finances               <ol style="list-style-type: none"> <li>a. 1st Mortgage</li> <li>b. 2nd Mortgage</li> </ol> </li> <li>7) Foundations</li> <li>8) Preservation Tax Credits</li> <li>9) Community Development Block Grant</li> <li>11) HOME Investment Partnership Program</li> <li>12) Owner Equity</li> <li>13) Section 8</li> <li>15) Member Financing – Permanent Loans               <ol style="list-style-type: none"> <li>a. 1st Mortgage</li> <li>b. 2nd Mortgage</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>20) HELP Grant</li> <li>21) McKinney Act</li> <li>22) Federal Housing Programs</li> <li>23) State Subsidy</li> <li>24) Local Subsidy</li> <li>25) FHA</li> <li>26) Member Contributions through Grant or In-Kind Service</li> <li>27) Charitable</li> <li>28) Reduced Closing Costs</li> <li>29) The Exempt Revenue Bonds</li> </ol> |
|---|---|

#### Uses of Funds Table

Indicate how each funding source from the Sources of Funds Table will be allocated. Fill out the appropriate column with the amounts.

## HELP Program Sources and Uses of Funds

Date: \_\_\_\_\_ FHFA ID#: \_\_\_\_\_

Name of Member: \_\_\_\_\_

### Sources of Funds

Name of Source of Funds	Amount	Rate (%)	Term (months)	Type	Descrip. Code	Status
<b>TOTAL Sources of Funds</b>						



Member driven.  
Community focused.

## HELP Program Sources and Uses of Funds

Date: \_\_\_\_\_ FHFA ID#: \_\_\_\_\_

Name of Member: \_\_\_\_\_

### Uses of Funds

Please provide the uses of funds for this home:

Uses of Funds	HELP Funds (\$)	Other Funding Sources (\$)	TOTAL (\$)
Acquisition			
Closing Costs			
Homebuyer Counseling			
<b>TOTAL COST</b>			

## HELP Program Attestation for Eligibility as a First-Time Homebuyer

The following criteria qualify the applicant(s) as First-Time Homebuyer(s) (please check each criterion that applies):

- 1) Applicant(s) have NOT owned a home during the three-year period immediately prior to purchase.
- 2) Applicant is a displaced homemaker, meaning an individual who is an adult and:
  - Has not worked full-time, full-year in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family and
  - Is not employed or is underemployed and experiencing difficulty obtaining or upgrading employment.
- 3) Applicant is a single parent, meaning an individual who is:
  - Unmarried or legally separated from a spouse and
  - Has one or more minor children for whom the individual has custody or joint custody or is pregnant (at point applicant occupies the property).
- 4) Applicant(s) own or owned, as a principal residence during the three-year period immediately prior to purchase, a dwelling unit whose structure is not in compliance with State, local or model building codes, or other applicable codes, and cannot be brought into compliance with such codes for less than the cost of constructing or purchasing a permanent structure.
- 5) Applicant(s) own or owned, as a principal residence during the three-year period immediately prior to purchase, a dwelling unit whose structure is NOT permanently affixed to a permanent foundation in accordance with local or other applicable regulations.
- 6) Applicant(s) own or owned, as a principal residence during the three-year period immediately prior to purchase, a dwelling unit that was substantially destroyed due to a natural disaster or other event of catastrophic loss.

Applicant(s) will use the property as their principal residence.

Applicant(s) understands that any willful misstatement of material fact will be grounds for disqualification.

**This attestation must be signed by the Applicant(s).**

Applicant(s) Signature(s): \_\_\_\_\_

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

Date: \_\_\_\_\_



Member driven.  
Community focused.

**Federal Home Loan Bank of Dallas**

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Suite 600  
Irving, Texas 75063-2547

P.O. Box 619026  
Dallas, Texas 75261-9026  
(800) 362-2944

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