



City of Norman Homebuyer Assistance Program

Neighborhood Housing Services Oklahoma (NHSOKLA) offers different DPA Programs with some similarity in basic requirements and some specific requirements for each program to meet the needs of clients and market demand. Each program offers assistance for a designated areas. All DPA Programs are contingent upon funding availability and are administered on a first come first serve basis. Funds will not be reserved until Neighborhood Housing Services Oklahoma (NHSOKLA) receives a copy of the fully executed purchase contract.

Assistance is provided in the form of a five-year forgivable second mortgage to be filed at the Cleveland County Courthouse and held by City of Oklahoma City or Neighborhood Housing Services Oklahoma (NHSOKLA). The second mortgage is subject to forgiveness after buyers have occupied the home as their primary residence for five years + 60 days (Affordability Period). If the property is sold, refinanced or conveyed during the five-year affordability period, the buyers will need to contact NHSOKLA at (405) 231-4663 and request a payoff amount prior to closing. The forgiveness of the second mortgage is 1/60th per month.

This program serves targeted areas of the City of Oklahoma City. The buyer's household must meet the HUD's 80% Average Median Income limits. Income is calculated utilizing the Taxable Gross Income calculation method.

The amount of assistance will be calculated as follows: Funding amount needed for downpayment (minimum 5% - maximum 10%), including closing costs, after all credits toward the purchase and homebuyer required investments have been calculated.

2024 Income Guidelines (effective June 2024)

Family Size	Annual Income
1	\$50,150.00
2	\$57,300.00
3	\$ 64,450.00
4	\$71,600.00
5	\$77,350.00
6	\$83,100.00
7	\$88,800.00
8	\$94,550.00

Sales Price cannot exceed 95% median purchase price limits (\$190,000 existing \$261,000 new construction)

The Following Requirements apply to all DPA programs:

Excluded Students are prohibited from receiving HOME housing assistance.

- Program restrictions on student participation found at [24 CFR 5.612](#), which exclude any student who:
 - ✓ Is enrolled in a higher education institution
 - ✓ Is under age 24
 - ✓ Is not a veteran of the U.S. military
 - ✓ Is not married
 - ✓ Does not have a dependent child(ren)
 - ✓ Is not a person with disabilities
 - ✓ Is not otherwise individually eligible, or has parents who, individually or jointly, are not eligible on the basis of income.
- The buyer must attend a certified Homebuyer Education Workshop prior to closing and provide NHSOK with a copy of the certificate.
- Buyer must invest a **minimum** of 1% of sales price towards the home purchase. Cash back at closing if required investment exceeds this guideline is not allowed!
- Two months (PITI) reserves required
- Property must be primary residence.
- Property being purchased must have been owner occupied or vacant prior to purchase date.
- Down payment assistance approval is subject to a satisfactory Housing Quality Standards (HCS) Inspection conducted by a NHSOKLA Inspector. There is no fee for the inspection.

Required repairs must be completed within 45 days of initial inspection. If not completed within 45 days the DPA reservation will be cancelled. Once repairs are complete, funds will be reserved, subject to fund availability.

- Property cannot be located in Flood Zone
- Front-end (housing payment only) cannot exceed 33.99% and back-end (all debts combined) cannot exceed 42.99% of household monthly gross income.
- If a co-mortgagor/co-signor is used to qualify for mortgage loan, the co-mortgagor/co-signor cannot be on the deed to the property. Primary applicant must still qualify with above stated ratios.
- Buyer must legally reside in the United States
Homebuyers must fall at or below the established income limits for each DPA Program. Applicants who are over the income guidelines may re-apply 6 months after the original date of application.

It is imperative that you contact the NHSOKLA office prior to committing to a property for verification that the property address qualifies for Down Payment assistance!

