



**Product Guideline**  
**Family Promise Hope for Homes**  
**Purchase Program**

<b>Purpose:</b>	Provide financing to low-income households seeking to acquire housing.
<b>Eligible Borrowers:</b>	Participants in the Family Promise of Colorado Springs Hope Homes Program. Eligible households must complete required educational training and program fee arrangements as described in “Credit History” section below.
<b>Income Limitations:</b>	<80% area median income, adjusted for household size.
<b>Underwriting:</b>	Borrower must qualify for chattel financing that conforms to underwriting criteria. Borrower must demonstrate reasonable capacity to assume all rights and responsibilities associated with chattel financing, including, but not limited to: payment of all taxes, insurances, HOA management fees, property maintenance and repair.
<b>Eligible Properties:</b>	Primary residence only. Non-real estate manufactured housing units located within participating communities.
<b>Credit History:</b>	Buyers must demonstrate capacity through satisfactory payment of program fee to Family Promise of Colorado Springs for a period not less than 6 months.
<b>Maximum Loan Amount:</b>	Up to 100% of purchase price, plus transaction costs.
<b>Term:</b>	Maximum loan term is 10 years from the date of purchase.
<b>Interest Rate:</b>	3.0% fixed through term of the loan.
<b>Repayment Terms:</b>	Principal and accrued interest shall be payable monthly in an amount sufficient to fully amortize the loan upon maturity of the Note. <i>There are no pre-payment penalties.</i>
<b>Minimum Investment:</b>	Program participants program fees during their “Credit History” period will be considered as their minimum investment, however, depending on resources available and value of property, additional upfront investment may be necessary to keep the loan within reasonable terms.
<b>Homeownership Counseling:</b>	Homeownership counseling is required prior to loan closing from an approved provider.
<b>Funding:</b>	Loan proceeds are issued to the seller upon presentation of a Certification of Manufactured Home Tax signed by the Office of the El Paso County Clerk & Recorder, Manufactured Home Transfer Declaration completed and signed by Seller, and Application for Title signed by Buyer, along with all loan documents prepared by Funding Partners. Loan proceeds may only be applied to the final purchase price and related settlement charges that appear on the final Loan Closing Disclosure.
<b>Additional Assistance:</b>	Buyers that are eligible for purchase assistance through other providers may apply such funds toward the home purchase price.

## Origination Procedures

- Application:** Interested parties will be sourced by or directed to Family Promise of Colorado Springs, who will determine applicant and property eligibility. Eligible applicants will be referred to FP for loan prequalification as appropriate.
- Processing:** FP will collect and verify income, asset, alternate credit (as necessary) and transaction details. Upon completion of a formal application, FP will deliver formal credit determination and all required disclosure notices to applicants within three business days. All outstanding items must be cleared prior to funding.
- Closing:** FP will prepare and deliver all loan documents and disclosures to the borrower prior to closing. Family Promise of Colorado Springs will present documents and return all original forms to FP. FP will disburse all funds at closing.
- Fees Collected:** Application, third party and public recording fees will be assessed and collected at settlement, as detailed within a statement prepared by FP. Proceeds wire will include fees due to third parties and public recording fees, as applicable.
- Settlement:** Borrower may NOT receive any proceeds at the time of closing regardless of total contribution to the transaction. Excess proceeds will be retained by FP and applied as a principal reduction to the loan amount. No changes to the loan documents or loan amount shown on the settlement statement are permitted as a result of excess proceeds.