

Application - HBRT Down Payment Grant

The Home Buyers Round Table's **Down Payment Closing Cost Grant Program** provides eligible homebuyers in Dane County with a \$500 grant to help cover down payment or closing costs. This program supports low- to moderate-income households (at or below 80% Area Median Income) and aims to reduce financial barriers to homeownership.

Submit completed application and documents to the email: homebuyersroundtable@gmail.com

Applicant Information

Name: _____

Address of Home Being Purchased: _____

City, State, ZIP: _____

Demographic Information

Ethnicity: Hispanic / Latino Not Hispanic / Latino Do not want to provide

Race: American Indian or Alaska Native Native Hawaiian or Pacific Islander Asian White

Black or African American Do not want to provide

Lender Information

Name: _____

Financial Institution: _____

Phone Number: _____

Email Address: _____

Title Company Name: _____

Title Company Contact Email: _____

Title Company Phone: _____

Eligibility Verification

Income Level: Is the household income at or below 80% Area Median Income (AMI) of Dane County for 2024 (see table below)?

Household Size	1	2	3	4	5	6	7	8
Income Limit (\$)	68,500	78,250	88,050	97,800	105,650	113,450	121,300	129,100

Yes [Attach Letter of Qualification from any DPA program or complete the Borrower Income Attestation Form section below]

No

Homebuyer Education and Counseling: Has the household completed a HUD-certified homebuyer education class and counseling session?

Yes [Attach Certificate(s)]

No

Home Purchase Information - Property Type:

Single-Family Home Half Duplex Condo

Manufactured Home on Permanent Foundation

Closing Date (or Estimated Date): _____

Do you have an accepted offer? Yes No

Acknowledgements

By signing below, I confirm the following:

- The information provided is accurate and complete.
- I understand that funds must be used for down payment and/or closing costs only.
- I agree to provide a signed ALTA Settlement Statement post-closing to confirm proper use of funds.

Applicant Signature: _____ **Date:** _____

Authorization to Release Information

As part of the application process, the Home Buyers Round Table of Dane County, Inc. (HBRT) and/or their assigns may verify information contained in my/our application and in other documents required in connection with the request, either before the grant is closed or as part of its quality control program after closing.

- I/We authorize my lender’s staff to provide HBRT, and/or assigns any and all information and documentation that they request. Such information includes, but is not limited to: employment history and income; disability payments, social security, pension, and retirement funds verification; bank verification, money market, stocks, bonds, and similar account verification; credit history; copies of income tax returns; and any other information deemed necessary in connection with a consumer credit or a real estate transaction.
- Lender, Verification Agents and/or assigns that purchase the mortgage(s) may address this authorization to any party named in the loan application or disclosed by any consumer credit reporting agency or similar source.
- A copy of this authorization may be accepted as an original.
- HBRT will promptly reply to Lender, Verification Agents and/or assigns that purchased the mortgage(s).

Applicant Signature: _____ **Date:** _____

Household Income Attestation Form [Complete only if no DPA Qualification Letter is attached]

I, by signing below, hereby attest that:

1. My household meets the income limits listed below based on my household size.
2. I am purchasing a property located within Dane County.

Annual Income Limits 80% Area Median Income <i>Effective as of June 1, 2024</i>								
Household Size	1	2	3	4	5	6	7	8
Income Limit (\$)	68,500	78,250	88,050	97,800	105,650	113,450	121,300	129,100

Applicant Signature: _____ **Date:** _____

Permission to Use Photograph(s) and Information (optional)

I grant HBRT the right to take and publish photographs of me and my property, and to use the photographs and all personal information I share with them to promote HBRT and its DPA Program. I authorize HBRT and its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that HBRT may use such photographs of me and personal information with or without my name and for any lawful purpose including publicity, illustration, advertising, and World Wide Web content.

I have read and understand the above:

Applicant Signature: _____ **Date:** _____

For questions, please contact homebuyersroundtable@gmail.com. Our Policy and Procedures Handbook is available at homebuyersroundtable.com.