Dear Tribal Member:

Thank you for your interest in the Otoe-Missouria Tribal Homebuyer Assistance (THBA) Program. Homebuyer assistance, in the form of down payment assistance or closing costs, is offered to Otoe-Missouria Tribal members who meet the program guidelines. Applications will be reviewed on a first come basis. Eligible applicants will be approved based on available funds.

Attached you will find the following:

THBA Program Overview
THBA Application
THBA Program Policy/Guidelines
Lead-Based Paint Disclosure Information

If you are interested in applying for homebuyer assistance funds, please complete the attached application form. Return the completed application form and required documentation to the Otoe-Missouria Housing Office. Incomplete applications will not be reviewed.

Many organizations provide a homebuyer education or credit counseling sessions. Although attendance is not required, all THBA applicants are strongly encouraged to take advantage of such courses.

If you need additional information or have any questions, please contact the Housing Director or Assistant at (580) 723-4400. Thank you for your interest and we look forward to working with you.
Otoe-Missouria Tribe

Tribal Homebuyer Assistance Program

PROGRAM OVERVIEW

The Otoe-Missouria tribe understands most tribal members could afford the make a monthly house payment, but the largest obstacle is saving money for a down payment and closing costs. The Tribal Homebuyer Assistance (THBA) Program is designed to decrease the financial barriers preventing Otoe-Missouria Tribal members from owning homes. The Homebuyer Assistance Program will provide qualified applicants with assistance for down payments and closing costs up to $6,000.

- Awards are limited to homebuyers 18 years and older.
- The Tribally funded program is open enrolled members of the Otoe-Missouria Tribe.
- The home must be purchased for owner-occupancy only, not for investment or rental property.
- Applicants cannot be delinquent on any debt owed to the Otoe-Missouria Tribe or any agencies, programs or departments governed under the Tribe.
- The property purchased must pass a minimum housing quality standard inspection using Housing and Urban Development (HUD) criteria.
- All awards will be made directly to the lending institution or Escrow Company in the name of the borrower.
- Be able to meet all credit check and financial obligations for loan assistance from an approved and certified financial lender.
- Applicants who received Home Repair Assistance from the Otoe-Missouria Tribe’s Tribal Assistance Program will not be eligible for the Homebuyer Assistance program.
- Applicants receiving Homebuyer Assistance Program grants will be ineligible for Home Repair assistance from the Otoe-Missouria Tribe’s Tribal Assistance Program. Applicants must choose either to participate in the Homebuyer Assistance Program OR the Home Repair Assistance.
- Homebuyer assistance is available one time only.
Otoe-Missouria Tribe
Tribal Homebuyer Assistance Program
APPLICATION

APPLICANT/HOUSEHOLD INFORMATION
Applicant Name ___________________________ SSN ____________
Co-Applicant Name ___________________________ SSN ____________
Dependent Children and Other Household Residents:
Name: ___________________________ SSN _______ DOB ________
Name: ___________________________ SSN _______ DOB ________
Name: ___________________________ SSN _______ DOB ________
Name: ___________________________ SSN _______ DOB ________
Present Mailing Address: ___________________________________________
City, State, Zip: ________________________________________________
Home Telephone: ___________________________ Work Telephone: _____________
Cell Phone: ___________________________ Email: _______________________
How long have you lived at your current residence? ____________
Applicant’s Otoe-Missouria Roll Number: ________________
Co-Applicant Tribal Affiliation: ________________ Roll Number: ______________
Do you have/owe any debts to the Otoe-Missouria Tribe or any HUD assisted home at this or
any other Housing Authority? YES NO
Have you or your spouse ever received any Housing assistance from the Otoe-Missouria Tribe or
Housing Authority? YES NO
Have you or your spouse ever received any Home Repair assistance from the 
Otoe-Missouria Tribe? YES NO
Have you attended Homebuyer Education? YES NO
Have you attended Credit Counseling? YES NO
Have you ever had a mortgage? YES NO
Property Address to be purchased (if known): ________________________________
Lender’s Name and Phone Number: ________________________________

Realtor’s Name and Phone Number (if applicable): ____________________________

**HOUSEHOLD EMPLOYMENT INFORMATION**
Please provide income information for all household members over the age of 18.

**Applicant**
Employer’s Name/Address: ________________________________
Employer’s Phone: ____________________________ Title:
How long employed? ___________ Employed: Full-time Part-time
Gross monthly income: $ _______________ (Before taxes or benefits deducted)
Paid Period: Hourly Weekly Bi-Weekly Monthly
If paid hourly, hourly rate? ____________
Average hours worked per week ______________

**Co-Applicant**
Employer’s Name/Address: ________________________________
Employer’s Phone: ____________________________ Title:
How long employed? ___________ Employed: Full-time Part-time
Gross monthly income: $ _______________ (Before taxes or benefits deducted)
Paid Period: Hourly Weekly Bi-Weekly Monthly
If paid hourly, hourly rate? ____________
Average hours worked per week ______________

**Household Member (Over 18)**
(Use additional sheet if needed for more household members)
Employer’s Name/Address: ________________________________
Employer’s Phone: ____________________________ Title:
How long employed? ___________ Employed: Full-time Part-time
Gross monthly income: $ _______________ (Before taxes or benefits deducted)
Paid Period: Hourly Weekly Bi-Weekly Monthly
If paid hourly, hourly rate? ____________
Average hours worked per week ______________

**Other Current Income** (Add additional sheet if needed.)
(Examples include per capita payments, SSI, pension, rental, child support, etc.)
Recipient: __________________________ Source: __________________________ Monthly Amount: $ ______________
Recipient: __________________________ Source: __________________________ Monthly Amount: $ ______________
Recipient: __________________________ Source: __________________________ Monthly Amount: $ ______________

**Asset Information** (Add additional sheet if needed.)
Bank Name: __________________________
Checking Account Balance: $ ____________ Savings Account Balance: $ ____________
Other Assets: ___________________________________________________________________
(Examples include retirement accounts, investments, IIM accounts, etc.)

ACKNOWLEDGEMENT
I/We attest by my/our signature that all information provided in this application is true to
the best of my/our knowledge, and that I/we will occupy the purchased property as my/our
principal residence. I/we acknowledge that I/we have received a copy of the Otoe-Missouria
Tribal Homebuyer Assistance Program Policy/Guidelines and understand the policy
requirements. The following required documents are attached:

- Copy of the most recent 60 days employment income (pay stubs) for each household
  member over the age of 18 years.
- Other proof of current income for each household member.
- Copies of government or tribal issued identification card (i.e., driver’s license, military
  ID, CDIB, etc.) for all household members over the age of 18 years.
- Copies of dependent(s) social security cards or birth certificates.
- Other documents as required.

RELEASE
I/We hereby authorize the Otoe-Missouria tribe to obtain information concerning
verification of employment and income, or any other information deemed necessary to
process my application and request for the deferred loan program participation.

Applicant’s Signature ___________________________ Date ____________

Co-Applicant’s Signature ___________________________ Date ____________

Household Member (over 18) Signature ___________________________ Date ____________

Household Member (over 18) Signature ___________________________ Date ____________

SUBMIT Complete Application and copies of all required documentation to:
Otoe-Missouria Housing
405 Wendell Drive
Red Rock, OK 74651

INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED
Otoe-Missouria Tribal Homebuyer Assistance Program Policy/Guidelines

In an effort to increase homeownership opportunities for tribal member households, the Otoe-Missouria Tribe has established the Tribal Homebuyer Assistance (THBA) Program. The program provides financial assistance for down payment and/or closing costs to qualified Otoe-Missouria Tribal members purchasing a home. The Otoe-Missouria Tribal Housing Authority will administer the THBA program. The following policies provide the detail guidelines under which the THBA will ensure compliance with all applicable Federal, Tribal, State and local rules/regulations. Financial assistance is subject to available funding.

I. Applicant/Application Criteria

A. Enrolled members of the Otoe-Missouria Tribe members are eligible to participate in this program under the following guidelines:

B. The Applicant must submit all required information regarding the household composition and household income. The Applicant must provide all required documentation and proof of income at time of application. Failure to provide the required documentation at the time of application submittal will result in the application being denied. Housing staff will review all documents, verify all information, and determine eligibility. After determination of eligibility, the Housing Director will provide a notification letter of eligibility to the applicant within 30 days from application review. If approved the applicant may then proceed to seek an eligible property in accordance with the program.

i. The Applicant(s) shall make full restitution to the Tribe in the event that assistance is secured by an applicant who provided inaccurate and/or fraudulent information in order to meet eligibility requirements. Requests for further housing and community development services will be denied until restitution is made full.

ii. When submitting an application, the applicant shall attest by his or her signature that all information provided in the application is correct and that the applicant will comply with the terms of the program. In addition the applicant will provide permission for Housing staff to verify all pertinent information, including social security numbers and employment information. The Tribe or Housing Authority reserves the right to re-verify income at any time before the contract closing. Income must be re-verified if more than six months has passed since initial determination.

iii. The Applicant must provide the following source documentation for the anticipated annual gross income of all members of the household.

- Copy of the most recent 60 days employment income (pay stubs) for each household member over the age of 18 years.
• Other proof of current income for each household member. Which includes the following: Social Security, retirement pension income, business income, unemployment and disability income, child support, Temporary Assistance for Needy Families (TANF) payments and any other types of income as deemed necessary by Tribal Housing staff.
• Copies of government or tribal issued identification card (i.e., driver’s license, military ID, CDIB, etc.) for all household members over the age of 18 years.
• Copies of dependent(s) social security cards or birth certificates.
• Other documents as required.

iv. Assistance is provided on a first-come, first-serve basis, subject to funding availability, to applicants that meet the program eligibility requirements. All applications received will be date and time stamped upon receipt by the tribal staff administering the THBA program.

C. The Applicant’s obligations to the Tribe must be current.
D. The Applicant’s must purchase property to be their principal residence.

II. Housing Assistance Criteria

A. Housing acquired must be used as the purchaser’s principal residence and includes re-sale or newly constructed single-family houses, condominiums, or townhouses.
B. Housing purchased by a “lease purchase, lease to own, contract for deed” (or like contract) where the homebuyer does not take title to the property until all contract agreements have been met, is not eligible for the THBA program.
C. The recipient(s) as shown on the mortgage and note shall maintain the house as their principal residence throughout the applicable period of affordability.
D. The property being purchased must pass a “minimum housing quality standards’ inspection. The inspection shall be performed a qualified inspector, licensed by the State of Oklahoma.

III. Period of affordability

A. The THBA assistance shall be in the form of a forgivable three (3) year deferred loan. The amount of the assistance will not exceed the program maximum. Filing fees of the THBA mortgage will be at no cost to the recipient.
B. The period of affordability shall be three years from the date of the check issued.
C. To ensure program compliance with the three year affordability period, principal residence certification will be performed by tribal staff annually upon the loan anniversary date. Upon request, the THBA recipient may be required to certify their principal residence by completing a certification form and providing staff with proof of residence. Failure of the THBA recipient to certify their principal residency at the home purchased with the assistance of THBA funding will result in the mortgage being immediately due and payable in full.
D. Upon completion of the three-year affordability period the THBA assistance will be forgiven and the mortgage released. The filing fees of the mortgages release will be at no cost to the recipient.

IV Recapture Provisions

A. All recipients shall repay the forgivable, deferred loan should they no longer reside at the property as their principal residence due to the sale, refinance or assignment of all or any portion of the property prior to the end of the three year period of affordability. Repayment shall also be required in the event of any violation of the THBA policies or terms of the forgivable loan, including the rental or lease of the property. 

B. In the event repayment or recapture of funds is necessary due to sale, refinance or assignment of all or any portion of the property prior to the end of the three year period of affordability, the amount of funds to be repaid to the Tribe will be based on the net proceeds available from the sale of the property. The Otoe-Missouria Tribe will recapture its housing assistance investment first, with the homebuyer receiving any remaining net proceeds.

   i. Example#1: Down payment assistance in the amount of $6,000 is provided by the Otoe-Missouria Tribe. Two years later, with one year remaining in the period of affordability, the home is sold with net proceeds resulting in $12,000. The tribe would recapture their entire investment of $6,000 and the family would receive the remaining $6,000.

   ii. Example#2: Down Payment assistance in the amount of $6,000 is provided by the Otoe-Missouria Tribe. Two years later, with one year remaining in the period of affordability, the home is sold due to an extended illness in the family. The net proceeds are only $2,000. The Tribe would receive the $2,000 in net process.

   iii. Example#3: Down payment assistance in the amount of $6,000 is provided by the Tribe. Two years later, the home is sold at a loss of $10,000 due to foreclosure. No repayment would be due to the Tribe because there were no proceeds from the sale.

V. Miscellaneous Provisions

A. All Program recipients’ files are kept and maintained at the Tribal Council Building in a confidential manner.

B. The applicable Federal and Tribal conflict of interest provisions shall be adhered to by Housing staff designated to administer the THBA Program.

C. Upon approval of the THBA Program policy, administrative procedures and updated forms will be prepared and implemented to administer the program to assure compliance with the applicable federal, Tribal, State and local policies.

ARE YOU PLANNING TO BUY A HOME BUILT BEFORE 1978?
Many houses and apartments built before 1978 have paint that contains lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.

Federal law requires that an individual receive certain information before buying pre-1978 housing. Sellers are required to:

- Provide an Environmental Protection Agency (EPA) approved “Protect Your Family from Lead in Your Home” pamphlet.
- Disclose any known information concerning lead-based paint or lead-based paint hazards.
- Provide any records and reports on lead-based paint and/or lead-based paint hazards.
- Include an attachment to the contract, which includes a Lead Warning Statement and confirms that the seller has complied with all notification requirements.
- Provide a 10-day period to conduct a paint inspection.

If you do not receive disclosure information on lead-based paint and/or lead-based paint hazards, contact the National Lead Information Center to receive a general information packet, to order other documents, or for detailed information or questions at 1(800) 424-LEAD [5323].