



CITY OF COLLEGE PARK

NEW NEIGHBORS HOMEOWNERSHIP GRANT PROGRAM

PROGRAM SUMMARY

The City of College Park New Neighbors Homeownership Grant Program is designed to increase the number of owner-occupied homes in the community. On a first-come, first-served basis, eligible buyers or eligible homes may receive a grant of \$5,000 to \$20,000 in down payment or closing cost assistance depending on the eligibility criteria described below. Funds are provided at settlement. Grant funds may be combined with other federal, state, and local homeownership assistance programs. Applicants must agree to live in the property as their primary residence for a **minimum of 5 years**.

Are you eligible for a New Neighbor Grant and how much?

\$5,000: You qualify if you meet **ONE** of the criteria below to buy any single-family home, townhome, or condominium in the City of College Park.

- You are a current resident of the City.
- Work full-time for an employer located in the City.
- You are a full-time graduate student at the University of Maryland College Park.

\$15,000: You qualify if you meet **ONE** of the criteria below to buy any single-family home, townhome, or condominium in the City of College Park.

- Are a full-time police officer with Prince George's County, M-NCPPC, WMATA, the State of Maryland, the University of Maryland, or other police departments with jurisdiction in the City.
- Are a full-time career firefighter or emergency medical technician for Prince George's County Fire Department
- Are a bonafide active, operational member of a County Volunteer Fire Department who can provide certification from their department.

Applicants may qualify for grant disbursement when purchasing a qualifying property:

- **\$10,000** New Neighbor Grant **total:** Available to anyone buying a property meeting the credentials listed below.
- **\$20,000** New Neighbor Grant in **total:** Applicable to those buying an eligible property **and** who are police officers or first responders, as listed above.

Eligible properties include:

- A property that has been a non-owner-occupied rental for at least the previous two (2) years.
- A property that has been owner-occupied but rented to more than two (2) other persons for at least the previous two years.
- A newly constructed property, a property in foreclosure, or a short sale.
- A property located in a neighborhood with fifty percent (50%) or more rental properties, as determined by the City.



PROGRAM OBLIGATIONS AND REQUIREMENTS

1. Grant funds can only be used toward the purchase of the property. The funds will be paid at the time of settlement.
2. Applicants must agree to live in the property for a **minimum of 5 years**. If the property is sold anytime during the first 5 years, the pro-rated portion of the balance of the grant shall be immediately due and payable to the City. If at any time during the five-year period, the property ceases to be owner-occupied, the entire original grant amount shall become due.
3. Applicants must sign a Declaration of Covenants and Conditional Repayment Agreement at settlement. Upon disbursement of grant funds, a lien will be placed on the property for 5 years.
4. Recipients of a College Park homeownership grant will be required to complete an annual certification form provided by the City stating they are in compliance with the terms of the grant.
5. Five years after the date of purchase, the owner(s) will be under no obligation to repay grant funds and the City will remove the lien.
6. The College Park homeownership grant may be taxable income, and the applicant is encouraged to consult with a financial advisor or the IRS to determine the status of these funds.
7. Applicants must always maintain appropriate homeowner's insurance on the property and provide an insurance certificate, naming the City as loss payee at the time of settlement.

APPLICATION PROCESS

1. Complete and submit the attached application forms and all required documentation to the City of College Park Planning Department at least four weeks prior to your scheduled settlement date.
2. If you are approved for a College Park homeownership grant, you should check with your mortgage company to see how the grant will be treated in the qualification process.



DEFINITIONS

1. **Condominium:** A unit of real property which is the air space that an apartment occupies. The owner of the condominium also owns a common tenancy with owners of other units in the common area, which includes all the driveways, parking, elevators, outside hallways, recreation, and landscaped areas, which are managed by a homeowners' or tenants association.
2. **Owner-Occupied Property:** An owner-occupied property is a property that is the owner's permanent, year-round residence and which may be occupied by the owner's family and no more than two other individuals who lease space from the owner.
3. **Foreclosure:** The process by which a bank takes back property because the money owed for the property has not been paid.
4. **Short Sale:** The process by which a lender agrees to release the lien that is secured to the property upon receipt of less money than is actually owed. A short sale may occur when the current owner is unable to meet the mortgage payments. By forgiving the balance of the debt, the lender may avoid the expenses and efforts involved in foreclosure.
5. **Single-Family Property:** A building containing only one dwelling unit, which may be detached or attached, that is used as a complete and independent living facility for one family, which includes permanent provisions for living, sleeping, eating, cooking, and sanitation.
6. **Rental Property:** A non-owner-occupied property that has been rented to a person or persons for a period of two or more years, or an owner-occupied property that has been rented by three or more individuals for a period of two or more years.

For more information:

Moira Abernethy

Department of Planning and Community Development

CITY OF COLLEGE PARK

(240) 487-3538

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CITY OF COLLEGE PARK NEW NEIGHBORS HOMEOWNERSHIP GRANT PROGRAM

I. APPLICANT INFORMATION

Name: _____

SSN: _____

Phone: _____ Email: _____

Present Address: _____

City: _____ State: _____ Zip Code: _____

Name and Address of Employer: _____

Name of others to appear on the deed: _____

II. PROPERTY INFORMATION

Address of property being purchased: _____

I am purchasing a property that has been non-owner-occupied and rented to two (2) or more other persons for at least the previous two years.

Yes: No: If yes; Please Provide Documentation

I am purchasing a property that has been an owner-occupied property rented to more than two (2) other persons for at least the previous two years.

Yes: No: If yes; Please Provide Documentation

I am purchasing a property that has been newly constructed, is in foreclosure, or is a short sale.

Yes: No: If yes; Please Provide Documentation

I am purchasing a property that is in a neighborhood that has fifty percent (50%) or more rental properties as determined by the City.

Yes: No: If yes; Please Provide Documentation



The following documents are required to be

submitted with your grant application:

1. Copy of the mortgage application
2. Copy of the mortgage commitment letter.
3. Document stating the name, address, and phone number of the person conducting the settlement, and the settlement date.
4. A certificate of insurance naming the City of College Park as a loss payee on your homeowner's policy (may be provided at settlement).
5. If applicable, documentation that the property being purchased has been a rental property for at least the previous two years. Acceptable documentation includes copies of city rental licenses, rental receipts, copies of leases, signed affidavits from tenants, adjoining property owners, etc.
6. If applicable, documentation that the property being purchased is in foreclosure or is a short sale.
7. If applicable, a signed Employer Verification Form.
8. If applicable, University of Maryland College Park Verification Form.

I hereby certify under penalty of perjury that the documents I have provided are true and correct and that the property being purchased will be used as my primary residence.

(All persons on the deed must sign).

Signature

Date

Signature

Date

Signature

Date

Signature

Date



CITY OF COLLEGE PARK NEW NEIGHBORS HOMEOWNERSHIP GRANT PROGRAM

VERIFICATION FORM

Name: _____

Employer Name: _____

Employer Address: _____

I hereby certify that the above-named meets one of the eligibility criteria for the City of College Park New Neighbors Program listed below. Please check one.

_____ **a.** Current resident of the City.

_____ **b.** Works full-time for an employer located in the City.

_____ **c.** Is a full-time police officer with Prince George's County, M-NCPPC, WMATA, the State of Maryland, the University of Maryland College Park, or another police department with jurisdiction in the City.

_____ **d.** Is a full-time career firefighter or emergency medical technician.

_____ **e.** Is a bona fide member of a County Volunteer Fire Department who can provide certification from their department.

_____ **f.** Is a full-time graduate student at the University of Maryland College Park.

Authorized Signature

Title

Date

Phone: _____ **Email:** _____



CITY OF COLLEGE PARK NEW NEIGHBORS HOMEOWNERSHIP GRANT PROGRAM

UNIVERSITY OF MARYLAND COLLEGE PARK VERIFICATION FORM

Student Name: _____

I hereby certify that the above-named individual is a full-time graduate student at the University of Maryland, College Park.

Authorized Signature

Title

Date

Phone: _____ Email: _____