



Homebuyer's Assistance Program

City of Muskegon - Community & Neighborhood Services

Application Checklist:

- ☐ Complete Application
- ☐ **Signed** income tax return for previous year (No electronic signatures or PINs)
- ☐ Release of Information Form
- ☐ Completed Budget Worksheet
- ☐ Lender Pre-Approval letter
- ☐ Uniform Residential Loan Application

For All Household Members 18+ Provide:

- ☐ Last 2 months of bank statements
- ☐ Last 2 months of paystubs/ income statements/letters/ retirement statements
- ☐ Driver Licenses or IDs

WHO QUALIFIES?

Eligible households at or below 80% of Area Median Income seeking to purchase a home in the City of Muskegon. Borrower must meet underwriting guidelines and income requirements.

HOW MUCH ASSISTANCE IS PROVIDED?

\$1,000-\$14,999 to help with closing costs, down payment, inspections & prepaid expenses.

HOW IS ASSISTANCE PROVIDED?

A payment is made directly to the title company. A five-year non-diminishing lien will be placed on the property at closing, after five years, the lien is forgiven.

APPLICANT MUST...

- Be able to obtain a mortgage from a lending institution
- Income qualify with entire household's income considered, and all income sources
- Complete an **IN PERSON** Homebuyer's Education (HBE) Course from a HUD certified provider. Online HBE certificates are not accepted.
- Choose a property listed for sale by owner through MLS or landlord in the City of Muskegon with a purchase price below \$182,000, that meets program property standards
- Maintain property as primary residence for a minimum of 5 years

City of Muskegon
Community & Neighborhood Services
933 Terrace Street
Muskegon, MI 49440
Phone: (231) 724-6717
Email: CNSMail@shorelinecity.com

www.muskegon-mi.gov

City of Muskegon —Community and Neighborhood Services

Homebuyer's Assistance Program Application

Applicant Name: _____

Address: _____

Phone Number: _____ Marital Status: _____

Email Address: _____

Are you a first-time homebuyer? ☐ Yes ☐ No

Are you coming from subsidized housing (Section 8, HCV, Rental Assistance)? ☐ Yes ☐ No

Please list all members of your household below:

Name	Relationship to Applicant	Date of Birth	Sex	Legally Disabled?	Race	Hispanic or Latino?
	Self					

Race Categories: (AI/AN) American Indian or Alaska Native (A) Asian (B) Black or African American (N) Native Hawaiian or Pacific Islander (W) White (O) Other

Supporting Documentation

Have you included all of the documents from the checklist on the reverse side? ☐ Yes ☐ No

Have you included all income documentation for every household member? ☐ Yes ☐ No

(If no, your application cannot be processed until all documents are received)

2025 Income Limits

Household Size	1	2	3	4	5	6	7
Maximum Income	\$45,950	\$52,500	\$59,050	\$65,600	\$70,850	\$76,100	\$81,350

By signing below you certify that the information provided is true and accurate. You authorize the City of Muskegon to request any additional information needed for verification. Failure to give complete and accurate information will disqualify your application and remove you from any waiting list where applicable. You agree to adhere the property standards, limits, and conditions of the program contained in program policy.

Applicant Signature: _____ Date: _____

Please submit completed application and supporting documentation to: Community and Neighborhood Services

933 Terrace Street, Muskegon, MI 49440

www.muskegon-mi.gov Phone: (231) 724-6717 Email: CNSMail@shorelinecity.com



Homebuyer's Assistance Program - Budget Worksheet

Use this worksheet by documenting your debt, income, and expense amounts in the related row. Be sure to provide an explanation for any items listed under "Other" categories.

Gross Monthly Income (Pre-Tax)	
Borrower 1	\$
Borrower 2	\$
Child Support (you receive)	\$

Debts (Monthly Payments)	
Current Housing Expense	\$
Car Payment/Lease	\$
Child Support (you pay)	\$
Student Loans (If there are student loans with deferred payments, must include future payment amount)	\$
Credit Cards	\$
Home Equity Loan/Line of Credit	\$
Other Real Estate Owned	\$
Other (including co-signed loans)	\$

Other Expenses/Debts not Listed	
	\$
	\$
	\$

Additional Monthly Expenses	
Phone/Cable/Internet	\$
Gas	\$
Electric	\$
Water/Sewer	\$
Groceries	\$
Dining	\$
Fuel	\$
Car Maintenance	\$
Auto Insurance	\$
Health/Medical Insurance	\$
Life Insurance	\$
Medical/Dental/Vision	\$
Clothing	\$
Child Care	\$
Recreation/Vacation	\$
Entertainment	\$
Personal Expenses	\$
Miscellaneous	\$

By signing below you certify that the information provided is true and accurate. You authorize the City of Muskegon to request any additional information needed for verification. Failure to provide complete and accurate information will disqualify your application and remove you from any waiting list where applicable.

Applicant Signature

Date

City of Muskegon – Community and Neighborhood Services

Authorization to Release Information

Homebuyer's Assistance Program

The undersigned authorizes the City of Muskegon Community and Neighborhood Services Department staff and/or their representative(s) to contact any agencies, offices, groups, organizations, lenders, or employers to obtain any information or materials deemed necessary to complete my application for the Homebuyer's Assistance Program.

This authorization expires one year from the date signed unless otherwise stipulated in writing.

Printed Name of Borrower: _____

Borrower's Signature: _____

Date: _____

Second Borrower if Applicable:

Printed Name of Co-Borrower: _____

Co-Borrower's Signature: _____

Date: _____

