



Workforce Housing Buyers Page

Is the City of Bozeman Workforce housing Program an Option for You?

may allow a debt to income ratio of up to 45% in special circumstances outlined in the Mortgage Policies. The WFHA will review the loan application, Good Faith Estimate and Truth in Lending disclosures for reasonableness and consistency with the WFH application package.

What are the occupancy requirements of a WFH unit?

The WFH unit is required to be your primary residence. The City of Bozeman will send annual letters to all owners of WFH units to verify that the home is their primary residence. If it is determined that the home is no longer your primary residence, the WFHA will notify your mortgage holder and the city attorney to take appropriate action.

What are the resale restrictions of a WFH unit?

Appreciation of the WFH units is capped at 4.5% per year. This is the maximum amount of appreciation you may realize from the sale of the property even though the actual appreciation on your unit may be more than 4.5%. You will receive a maximum appreciation schedule based on your purchase price at closing. If you sell your WFH unit within a 10 year period, you are subject to the maximum appreciation restriction. If the sale of your home results in greater than the maximum allowed appreciation, the difference will be taken out of the closing proceeds and paid to the

City's WFH program. If you sell for less, the entire proceeds from sale (less your costs) belong to you. If you sell after the 10 year period of affordability, the entire proceeds from sale (less your costs) belong to you. The deed restriction is removed after the sale of the property, unless you choose to sell through the WFH program, in which case the deed restriction is renewed for 10 years for the new purchaser.

For more information contact the Workforce Housing Program Administrator at (406) 582-2260

BOZEMAN PLANNING AND



COMMUNITY DEVELOPMENT

City of Bozeman
Workforce Housing Program
P.O. Box 1230
20 East Olive Street
Bozeman, MT 59711
(406) 582-2260 (phone)
(406) 582-2263 (fax)

Is the
City Of Bozeman
Workforce Housing Program
an Option for You?



City of Bozeman, Montana
Workforce Housing Program



Increasingly home ownership has become more difficult for the average family to afford. To help with this housing problem, the **City of Bozeman Workforce Housing Ordinance (WFHO)** was created in August 2007. The WFHO is the result of years of coordination with local citizens, community groups, builders, developers and governmental organizations.

Who is qualified to purchase a WFH unit?

All applicants to the Workforce Housing (WFH) program must be residents of Gallatin County, or employed in Gallatin County or demonstrate that they are moving to Gallatin County for a specific job at the time of application. Applicants must earn less than the current income limits for the program and have the ability to secure a mortgage meeting the WFH program requirements sufficient to purchase a WFH unit.

What are the income limits for the program?

Income limits are determined by the U.S. Department of Housing and Urban Development (HUD) and are updated annually effective July 1. Currently, households may not earn more than the amounts as follows:

Household Size	Maximum Gross Annual Income – 2008
1-4 persons	\$70,100
5	\$75,660
6	\$81,240
7	\$86,880

How do you purchase a WFH unit?

To apply to purchase a WFH unit:

- Complete a face-to-face, HUD-certified homebuyer's education course. The times are available by contacting the Human Resources Development Council (HRDC) at (406) 587-4486
- Meet with a HRDC housing counselor to determine how much you can afford, complete the application and income certification process
- Meet with an approved lender to obtain a prequalification letter
- Have your WFH package submitted to the City of Bozeman Workforce Housing Program Administrator (WFHA)



How will buyers be selected for the individual houses?

Upon finding a WFH home that you are interested in, you must submit an Intent to Purchase form for that unit to the WFHA. The forms will be accepted during the open marketing period for the unit. Close contact with the WFHA is important. At the end of that period, if you are the only interested party you may enter into a contract with the seller. If there are two or more interested purchasers, the WFHA will use a lottery system to determine the first household that can purchase the property. That household will have 48 hours to enter a contract to purchase, or the next household on the lottery list may purchase the unit and so on.

What are the mortgage requirements?

The requirements for a WFH mortgage are specified in the WFH Mortgage Policies. Mortgage requirements are in place to help prevent default and assist buyers to receive the best, most affordable mortgages available for their circumstances. The city considers the applicant's mortgage to be affordable if their debt to income ratio does not exceed 41%. This includes the proposed monthly PITI, HOA dues, mortgage insurance, flood insurance premiums, and all other monthly debt payments. The City

[Link to HRDC](#)

Sample Workforce Housing Application

**City of Bozeman
Workforce Housing Program
Application**

PART 1: HOUSEHOLD INFORMATION

Section A: Please complete the following section for all household members age 18 or older who will occupy the property. For household members younger than 18 years of age, please complete Section B as well.

Primary Applicant – Name: _____

Current Address (Street, City, zip code): _____

Phone: w) _____ h) _____ cell) _____

Email: _____

Birthdate: _____ Gender (circle): Male Female

Number of people to live in your household: _____

Are you a full time student (circle): Yes No you currently employed? Yes No

Do you receive any other income? Yes No

In what city do you hold your primary job? _____

Federal funding agencies require us to collect ethnicity and race data to track Fair Housing performance.

Ethnicity (please choose one): Hispanic or Latino OR Not Hispanic or Latino

Race (please choose one or more of the following):

American Indian or Alaska Native Asian Black or African American
Native Hawaiian or Pacific Islander White

Household Member #2 – Name: _____

Current Address and Phone (if different from above): _____

Relationship to primary applicant: _____ Birthdate: _____

Gender (circle): Male Female

Ethnicity: _____ Race: _____ (see text box above for ethnicity and race options)

Are you a full time student (circle): Yes No Are you currently employed? Yes No

Do you receive any other income? Yes No

In what city do you hold your primary job? _____

SECTION B – Please complete the following section for all household members younger than 18 who will occupy the property.

Name	Birth date	Gender	Ethnicity	Race	# months/year child lives with you?

SECTION C – Other information

Do you currently have any outstanding judgments against you?	Yes	No
Have you declared bankruptcy within the last seven years?	Yes	No
Have you had property foreclosed upon in the last seven years?	Yes	No
Are you presently in default with any Federal Debt?	Yes	No
Are you presently in default with any financial obligations?	Yes	No
Have you owned a home in the last three years?	Yes	No
Do you or any other household members currently own real estate?	Yes	No

Please explain any “yes” answers to the above questions: _____

If you have a lender or real estate agent to work with, please complete the following:

Lender: _____

_____	Loan officer name	_____	Company Name	_____	Phone	_____	Fax
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Agent: _____

_____	Agent name	_____	Company Name	_____	Phone	_____	Fax
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PART 3: CERTIFICATIONS AND AUTHORIZATIONS

Certification

The undersigned certify the following:

1. All the information contained and submitted in support of this application is true and complete to the best of my/our knowledge and belief.
2. I/We are aware that any misrepresentation will result in forfeiture of my/our right to participate in any City of Bozeman Workforce and/or Affordable housing programs and may result in legal action against me/us.
3. I/we understand that the income I/we use to qualify for a mortgage loan must be the same amount as the income I/we claim in the Workforce Housing Program application.
4. If I/we purchase a home under the Workforce Housing Program, I/we will occupy the home and agree to use the home as my/our primary and principal residence.
5. I/We understand and agree that the City of Bozeman reserves the right to request full documentation of any and all information provided by me/us as part of the application process. This may include verifying the information provided on the application with the employer(s) and/or the financial institution(s).
6. I/we understand that this application does not guarantee my/our eligibility for the Workforce Housing program and/or that I/we will successfully purchase a home using the Workforce Housing program.

Authorization to Release Information

1. I/We have applied to the City of Bozeman’s Workforce Housing Program. As part of my application process, the City may verify information contained in my/our application and in other documents required in connection with the application both before I/we purchase a home or as part of its quality control and verification program.
2. I/We authorize you to provide to the City of Bozeman and their agents, any and all information and documentation that they request. Such information includes, but is not limited to, employment history and income; banks, money market, and similar account balances; credit history; copies of income tax returns; insurance statements; and loan documents.
3. A copy of this authorization may be accepted as an original.
4. Your prompt reply to the City of Bozeman is appreciated.

Participant’s Signature

Date

Participant’s Signature

Date

Equal Opportunity: In accordance with the provisions of the Equal Opportunity Act there will be no discrimination against an applicant for these benefits on the basis of age, source of income, sex, race, marital status, sexual orientation, national origin, religion, or handicap. If you or a member of your households is an individual with a disability, you have the right to request reasonable accommodation for that disability. Please contact the City of Bozeman’s WFH Administrator for more information.

Confidentiality: In order to process the application, the City of Bozeman may supply and release information as detailed above. Information may also be released to comply with the auditing requirements of program funders. With these two exceptions, all personal and identifying information on the application remains confidential.