



**LEE COUNTY HUMAN AND VETERAN SERVICES**  
**SHIP DOWN PAYMENT ASSISTANCE PROGRAM**

1. The **SHIP** Down Payment Assistance Program provides down payment and/or closing cost assistance to those who qualify. Lee County will determine the minimum amount of assistance based on need. The total Mortgaged amount including deferred payment loans (such as from SHIP) cannot exceed appraised value plus reasonable closing costs.

The home being purchased must appraise at or above the sales price in order to qualify for assistance. If all the approved funds are not utilized, the minimal remaining amount will be applied as a principal reduction to the homebuyer's first mortgage at the time of closing. The **homebuyer cannot receive any cash back**, including the reimbursement of any money paid towards earnest money deposit, application fee, appraisal, etc.

**Some ineligible closing costs are:**

- ✓ payment of debts such as collections
- ✓ home inspection fees
- ✓ home repairs

We can cover other reasonable closing costs and pre-pays including prepaid interest, tax and insurance escrows, discount points (as needed, to qualify for program), broker's fees, homeowner's and flood insurance premiums, etc.

2. Homebuyer must be able to obtain a commitment for a first mortgage from a lending institution (30 year, fixed rate, no ARM or balloon mortgages and no prepayment penalties allowed). Property taxes and homeowner's insurance must be escrowed. **NOTE: Non-occupying co-borrowers/co-signers are NOT allowed. Any borrower not on Lee County's mortgage and note cannot be on the deed.**
3. Must be purchasing a single family home, condo, PUD or DCA approved modular in Unincorporated Lee County, Bonita Springs, Estero, Fort Myers Beach or Sanibel. Individuals receiving Social Security Disability benefits can purchase anywhere in Lee County. **No** duplexes or homes with attached or detached *mother-in-law* units. Homes with **in-ground pools of any type are not allowed.**
4. Home must be new construction or a unit that has never been occupied. Unit must have at least one entrance which will have a ramp or no-step entrance. **MAXIMUM PURCHASE PRICE IS \$328,847.00 (effective 7/1/2014).**
5. **We place a fifteen (15)-year second mortgage on the property being purchased.** Zero percent interest (0%) and no monthly payments will be due. The second mortgage is a non-amortizing loan. Homebuyer must agree to occupy the property as their principal residence and maintain a homestead exemption during the fifteen (15) year second mortgage term. As long as the property is occupied as a primary residence and homesteaded for the fifteen-year term, a satisfaction of mortgage will be given and the second mortgage will not have to be repaid. If, during the fifteen-year term, the property is sold, transferred, leased, **or first mortgage is refinanced**, or is not owner-occupied and homesteaded, then the full amount of the second mortgage will be due and payable. Future requests for subordination will be considered on a case by case basis. Annual monitoring of properties will take place during the second mortgage term including random site checks to ensure that properties are still owner-occupied.

6. Homebuyer's household must meet HUD's guidelines for income eligible households not to exceed:

| HUD's Guidelines effective April 1, 2018 |                                       |             |                                       |
|--|---------------------------------------|-------------|---------------------------------------|
| Family Size                              | Maximum Gross Annual Household Income | Family Size | Maximum Gross Annual Household Income |
| 1  | \$53,520                              | 5           | \$82,560                              |
| 2  | \$61,200                              | 6           | \$88,680                              |
| 3  | \$68,880                              | 7           | \$94,800                              |
| 4  | \$76,440                              | 8           | \$100,920                             |

7. Homebuyer must attend a HUD certified **homebuyer education workshop/class** and provide a certificate of completion to Lee County. You can contact one of the following agencies to sign up for the class:

- Lee County Housing Development Corporation  
Phone: 239-275-5105
- Affordable Homeownership Foundation Inc.  
Phone: 239-689-4944
- Home Ownership Resource Center  
Phone: 239-768-2013
- Habitat for Humanity of Lee & Hendry Counties  
Phone: 239-652-1682
- Cape Coral Housing Development Corporation  
Phone: 239-471-0922
- Housing Authority of the City of Fort Myers  
Phone: 239-344-3220
- Royal Palm Coast REALTOR® Association  
Phone: 239-936-3537

8. **Mortgage payment must be affordable. Front-end ratio is 30%** (total housing payment plus homeowner's association fees, if any, divided by gross monthly income). **Back-end ratio is 41%** (total housing payment, plus homeowner's association fees, if any, AND other recurring debts such as credit card payments, car payments, student loans, etc. divided by gross monthly income). Exceptions may be granted on a case by case basis, using compensating factors. We use the income of **all occupying household members** to calculate the debt-to-income ratio.

9. All assets will be considered when calculating annual income (i.e.: checking/savings accounts, IRA's, 401(k)'s, CD's, cash value life insurance, etc.)

10. The property **must pass HUD's required inspection**. The Lee County Human and Veteran Services' inspector will perform the inspection. **NOTE: This inspection is NOT a home inspection**. We strongly encourage all homebuyers to obtain a home inspection. If buyer obtains a home inspection, a copy should be forwarded to Lee County. If homebuyer obtains a home inspection, the house must still pass HUD's required inspection. **House must not exceed HUD's guidelines for the number of persons allowed per bedroom.**

11. **The lender applies for the assistance from Lee County (on behalf of the homebuyer)**. The lender completes a (1) lender referral form, (2) includes a completed DPA Application and (3) attaches several required documents as listed on DPA application checklist and forwards the package to Lee County for review. Lenders, please note:

- a. If the title company chosen is not a Lee County Vendor please add one week to the process for set up.
- b. The time required to receive a check from Lee County is 2 to 2-1/2 weeks (in addition to file processing time).
- c. If the property does not pass the HUD required inspection the project cannot be funded.
- d. Checks and closing packages will be made available only after the closing disclosure has been approved by Lee County.

12. If you have any questions or need further information please contact:

**Diane de Guzman**

Housing Finance Counselor  
Lee County Human and Veteran Services  
Phone: (239) 533-7953  
Fax: (239) 533-7955  
E-mail: ddeguzman@leegov.com

**Our mailing address is:**

Lee County Human and Veteran Services  
Attn: Diane de Guzman  
P.O. Box 398  
Fort Myers, FL 33902

**Our office is located at:**

2440 Thompson Street  
Fort Myers, FL 33901

**PLEASE CALL FOR FUNDING AVAILABILITY AS FUNDS ARE LIMITED FOR THIS PROGRAM.**

**Please note that some information may be subject to change without prior notice.**

**Visit our new website for updates: <https://www.leegov.com/dhs/housing/DPA>**