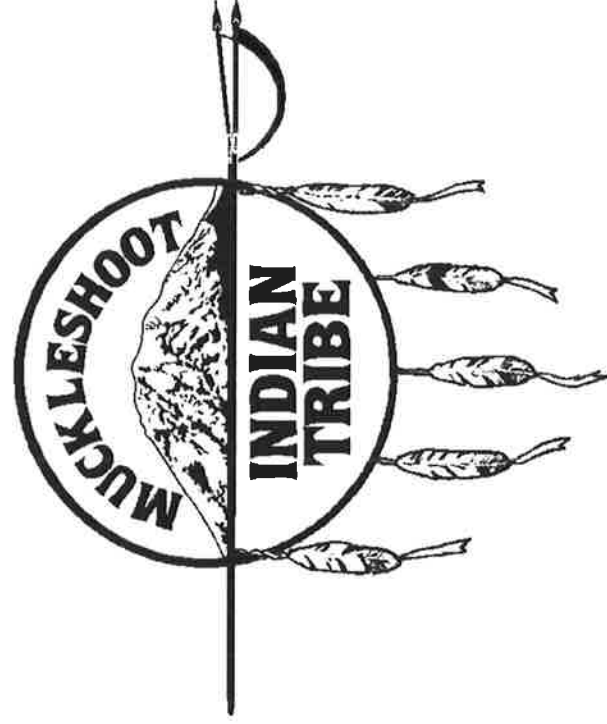


# **Mortgage Application Packet**

Your Guide to Home Financing



Muckleshoot Loan Program  
38037 158<sup>th</sup> Avenue SE Auburn, WA. 98092  
Phone (253) 876-3154 Fax (253) 735-6473

## Getting Started

*What you can do to help speed the processing of your Application*

Step 1:

**REVIEW THE ENCLOSED GUIDELINES** to ensure your loan Request is within acceptable guidelines.

Step 2:

**REVIEW THE ENCLOSED APPLICATION CHECKLIST AND MAKE COPIES OF THE REQUIRED DOCUMENTS.**

Photocopies of these important documents should be returned with your **Completed** and **Signed** application.

Step 3:

**COMPLETE THE ENCLOSED UNIFORM RESIDENTIAL LOAN APPLICATION.** Make sure that all parties obligated to repay this loan **Sign** application.

Step 4:

**RETURN YOUR COMPLETED UNIFORM RESIDENTIAL LOAN APPLICATION AND PHOTOCOPIED DOCUMENTS** as soon as possible.

Step 5:

**CALL CHERYL O'BRIEN AT (253) 876-3154 OR MICHELLE LEVERENZ AT 253-876-3386 TO MAKE AN APPOINTMENT TO TURN IN YOUR LOAN APPLICATION.**

## Muckleshoot Home Loan General Program Requirements

### Loan Maximums:

The maximum loan available through the MHLP will be **\$540,500.00 for Purchases / Refinance or New Construction**. The maximum amount of a home loan funded through a NAHASDA-authorized program will be determined by the current guidelines for the specific federal program. **No loan can exceed 98% of the appraised value or the purchase price, whichever is less.**

### Interest Rate Policy:

The interest rate on a MHLP loan will be 1.00% percent.

### Down Payment Policy:

The **minimum down payment required is two (2%) percent of the total purchase price**; a minimum down payment or Borrower contribution is not required for an approved Refinancing or rehabilitation or renovation of existing home.

### Tribal Tax Fund:

Borrowers may apply unused funds from the Tribal Tax Fund Housing Assistance Grant toward the down payment and purchase price of a home financed by the MHLP.

### Owner Occupancy:

In order to be eligible to apply for the MHLP loan, a Borrower cannot own other property that is used for housing purposed at the time of closing the MHLP loan except for recreational purposes. In addition, the Borrower must occupy the property that provides security for the MHLP loan as his/her Primary Residence as a conditions of the loan unless the property is subleased or assumed in accordance with MHLP Policies and Procedures.

### Eligible Activities:

Home loans are available for the following activities within a 30-mile radius of the former Tribal Hall Chimney (located at 39105- 172<sup>nd</sup> Avenue SE, Auburn, WA 98092);

- a) Newly constructed single-family home on tribal lands or individual allotted trust lands constructed by the Muckleshoot Housing Authority
- b) New purchase modular single-family home;
- c) Existing new or used, stick built or modular homes;
- d) Rehabilitation and renovation of existing stick built, modular or manufactured home; and
- e) Refinancing of existing single-family, owner occupied dwellings, including manufactured homes purchased prior to the date of the enactment of the Muckleshoot Home Loan Act (**d & e- ON THE RESERVATION ONLY**)

### Property Eligibility Requirements:

- a) Tribal Property: Loans for homes located or to be located on Tribal Property will be made only if such property is leased or assigned by the Tribe on terms that insure the availability of the property the term of the loan plus ten (10) years or a maximum if 25 years with an automatic option to renew for an additional 25 years, whichever is the longer.
- b) Individual Trust Property: Home loans on Trust Land

owned by individual tribal members will be made only if the Borrower secures a home site lease approved by The Bureau of Indian Affairs for the term of the loan plus ten (10) years or a minimum of 25 years with an automatic option to renew for an additional 25 years, whichever is the longer.

- c) **Fee Property** : Loans for homes located on Fee Property must be secured by a Deed of Trust in favor of the Muckleshoot Housing Authority, recorded with the County Auditors Office.

**Borrower Eligibility and Selection:**

- a) **Eligible member-** The applicant must be at least eighteen (18) years of age and be enrolled in the Muckleshoot Indian Tribe.
- b) **Underwriting Requirements-** Applicants must meet all of the underwriting requirements defined in the MHLP Policies and Procedures.
- c) **Attend Native Home Buyer Education Class.**
- d) **Sex Offender-** No applicant who is a registered Sex Offender and is designated a level III or II risk by authorized agency of the State of Washington or the Muckleshoot Indian Tribe is eligible for a loan funded by the MHLP.

**Once your loan is approved you will have 90 days to either have a written contract for a Purchase and Sales, or start the process for a Refinance, or have a contract signed with a contractor for New Home Construction. If you need an extension you will need to contact Cheryl O'Brien (253) 876-3154 or Michelle Leverenz 253-876-3386 at the housing office before the expiration date.**

### Muckleshoot Home Loan Application Check list

The following is required to complete your loan application. By returning copies of the required documentation and forms along with your completed application, you can save valuable time in the processing of your loan request. **Loan Limit \$592,250.00**

#### Copies of the following documents are required:

- Current Pay Stubs from each employer, within the last 30- day period.
- Signed federal tax return and W-2's for the past two (2) years, including 1099-MISC from Muckleshoot Tribe for Per capita.
- Bank Statements covering the most recent two (2) months.
- Copy of Tribal Membership card or enrollment letter with proof of enrollment for the last 5 years.
- Most recent Statement for other Asset accounts (Stocks, Bonds, Mutual funds, IRA(s), 401k, Trust Accounts etc.)
- If you are a renter contact information for landlord
- For refinance Current Lender statement form leader/mortgage company.
- Home owner's insurance company, Agent name and phone number.
- Attend home buyers education class.
- If present home is being sold, certified copy of the closing statement. (If not yet closed, purchase and sale agreement followed by final closing statement form Escrow Company.)
- Name address and telephone number of past landlords for the past (2) years
- If possible have Savings account for Earnest Money and inspection fees.

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Explanation letter for all gaps in employment over one (1) month.

- Award letter supporting SSI, AFDS or Retirement income.
- Proof of receipt of any child support or Alimony. (if being used to qualify)
- Year to date profit and loss (income) Statement and Balance sheet if self employed.
- Final divorce degree and settlement agreement (if divorce within the past 7yrs).
- Credit letter of explanation or official documentation covering:
  - Slow payments (late Pays)
  - Judgments and liens
  - Defaults /Foreclosure
  - Bankruptcy, copy of the recorded filing (all schedules) and recorded discharge papers.
- TDHE may request information on who will be residing on the subject property.
- After you have an accepted Purchase and Sale Agreement on a Home:**
  - Copy of Purchase & sale Agreement, Legal Description & Forms 17(sellers disclosure form) Copy of front and back of earnest money check.

**Items to be returned to the Muckleshoot home loan Program office:**

1. MHLP APPLICATION LIST.
2. MHLP Release of information Authorization signed by all parties.
3. MHLP uniform Residential Loan Application filled out completely signed by all Parties.

**Once all forms are filled out contact Cheryl O'Brien @253-876-3154 or Michelle Leverenz 253-876-3386 to make an appointment to turn in your loan application**

## Muckleshoot Loan Program

### RELEASE OF INFORMATION AUTHORIZATION

#### **CONSENT**

I authorize and direct my Federal, State or local agency organization, business, or individual to release to the Muckleshoot Loan Program any information or materials needed to complete and verify my application for participation, and/or to maintain my continued assistance under the Indian Housing Program(s), and/or other housing assistance programs. I understand and agree that this Authorization or the information obtained with its use may be given to and used by The Muckleshoot Loan Program in administering and enforcing program rules and policies.

#### **INFORMATION COVERED**

I understand that, depending on program policies and requirements, previous or current information regarding my household or myself may be needed. Verification and inquiries that may be requested include but are not limited to:

<b>Identity and Marital Status</b>	<b>Medical or Child Care Allowances</b>
<b>Employment, Income and Assets</b>	<b>Credit</b>
<b>Current Residence/Rental History</b>	<b>Criminal Background Check</b>

I understand that this authorization cannot be used to obtain any information about me that is not pertinent to my eligibility for and continued participation in a housing assistance program.

#### **GROUPS OR INDIVIDUALS THAT MAY BE ASKED**

The groups of individuals that may be asked to release the above information (depending on program requirements) include but are not limited to:

<b>Previous/Current Landlords</b>	<b>Past/Present Employers</b>	<b>Veterans Administration</b>
<b>Welfare Agencies</b>	<b>Retirement Systems</b>	<b>Utility Companies</b>
<b>Courts and Post Offices</b>	<b>State Unemployment Agencies</b>	<b>Credit providers</b>
<b>Credit Bureaus</b>	<b>Bank and other Financial Institutions</b>	<b>Health Institutions</b>
<b>Schools and Colleges</b>	<b>Social Security Administration</b>	<b>Tribe/State ICW Agencies</b>
<b>Law Enforcement Agencies</b>	<b>Medical and Child Care Providers</b>	<b>Support and Alimony Providers</b>
<b>Tribe Tax Fund (Per Capita Info)</b>	<b>Enrollment Department</b>	<b>Current Mortgage Company</b>

#### **COMPUTER MATCHING NOTICE AND CONSENT**

I understand and agree that the Muckleshoot Loan Program may conduct computer-matching programs to verify the information supplied for my application. If a computer match is done, I understand that I have a right to notification of any adverse information found and a chance to disprove that information.

#### **CONDITIONS**

By signing below, I understand the intent of this form and agree that a photocopy of this authorization may be used for the purpose stated above.

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### **SIGNATURES**

**Borrower Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_

**SS#** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Co-Borrower Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_

**SS#** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

# Uniform Residential Loan Application

This application is designed to be completed by the applicant(s) with the Lender's assistance. Applicants should complete this form as "Borrower" or "Co-Borrower", as applicable. Co-Borrower information must also be provided (and the appropriate box checked) when  the income or assets of a person other than the Borrower (including the Borrower's spouse) will be used as a basis for loan qualification (and the appropriate box checked) when  the income or assets of the Borrower (including the Borrower's spouse) will not be used as a basis for loan qualification, but his or her liabilities must be considered because the spouse or other person has community property rights pursuant to applicable law and Borrower resides in a community property state, the security property is located in a community property state, or the Borrower is relying on other property located in a community property state as a basis for repayment of the loan.

If this is an application for joint credit, Borrower and Co-Borrower each agree that we intend to apply for joint credit (sign below).

Borrower		Co-Borrower	
<b>I. TYPE OF MORTGAGE AND TERMS OF LOAN</b>			
Mortgage Applied for:	<input type="checkbox"/> VA <input type="checkbox"/> Conventional <input type="checkbox"/> Other (explain):	Agency Case Number	Lender Case Number
	<input type="checkbox"/> FHA <input type="checkbox"/> USDA/Rural Housing Service		

Amount \$	Interest Rate %	No. of Months	Amortization Type:	Fixed Rate <input type="checkbox"/>	GPM <input type="checkbox"/>	Other (explain):	ARM (type):

**II. PROPERTY INFORMATION AND PURPOSE OF LOAN**

Subject Property Address (street, city, state, & ZIP) \_\_\_\_\_ No. of Units \_\_\_\_\_

Legal Description of Subject Property (attach description if necessary) \_\_\_\_\_ Year Built \_\_\_\_\_

**Purpose of Loan:**  Purchase  Construction  Other (explain): \_\_\_\_\_  
 Refinance  Construction-Permanent  
 Property will be:  Primary Residence  Secondary Residence  Investment

**Complete this line if construction or construction-permanent loan.**

Year Lot Acquired	Original Cost \$	Amount Existing Liens \$	(a) Present Value of Lot \$	(b) Cost of Improvements \$	Total (a+b) \$
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**Complete this line if this is a refinance loan.**

Year Acquired	Original Cost \$	Amount Existing Liens \$	Purpose of Refinance	Describe Improvements <input type="checkbox"/> made <input type="checkbox"/> to be made	Cost \$
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Title will be held in what Name(s) \_\_\_\_\_ Manner in which Title will be held \_\_\_\_\_

Estate will be held in:  
 Fee Simple  
 Leasehold (show expiration date)

Source of Down Payment, Settlement Charges and/or Subordinate Financing (explain) \_\_\_\_\_

**III. BORROWER INFORMATION**

<b>Borrower</b>	<b>Co-Borrower</b>
Borrower's Name (include Jr. or Sr. if applicable) _____	
Co-Borrower's Name (include Jr. or Sr. if applicable) _____	

Social Security Number	Home Phone (incl. area code)	DOB (MM/DD/YYYY)	Yrs. School	Home Phone (incl. area code)	DOB (MM/DD/YYYY)	Yrs. School
<input type="checkbox"/> Married <input type="checkbox"/> Unmarried (include single, divorced, widowed)	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried (include single, divorced, widowed)	<input type="checkbox"/> Separated	<input type="checkbox"/> Separated	Dependents (not listed by Borrower) no. ages	Dependents (not listed by Borrower) no. ages	
Present Address (street, city, state, ZIP) <input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> No. Yrs. <input type="checkbox"/> No. Yrs.	Present Address (street, city, state, ZIP) <input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> No. Yrs. <input type="checkbox"/> No. Yrs.					

Mailing Address, if different from Present Address \_\_\_\_\_

Mailing Address, if different from Present Address \_\_\_\_\_

**If residing at present address for less than two years, complete the following:**

Former Address (street, city, state, ZIP)  Own  Rent  No. Yrs.  No. Yrs.  
 Former Address (street, city, state, ZIP)  Own  Rent  No. Yrs.  No. Yrs.

**IV. EMPLOYMENT INFORMATION**

<b>Borrower</b>	<b>Co-Borrower</b>
Name & Address of Employer <input type="checkbox"/> Self Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Self Employed	
Yrs. on this job _____ Yrs. on this job _____	
Yrs. employed in this line of work/profession _____ Yrs. employed in this line of work/profession _____	
Business Phone (incl. area code) _____ Business Phone (incl. area code) _____	

**If employed in current position for less than two years or if currently employed in more than one position, complete the following:**

Name & Address of Employer <input type="checkbox"/> Self Employed	Name & Address of Employer <input type="checkbox"/> Self Employed	Dates (from-to) _____	Dates (from-to) _____
Business Phone (incl. area code) _____	Business Phone (incl. area code) _____	Monthly Income \$ _____	Monthly Income \$ _____
Position/Title/Type of Business _____	Position/Title/Type of Business _____	Business Phone (incl. area code) _____	Business Phone (incl. area code) _____

Name & Address of Employer <input type="checkbox"/> Self Employed	Name & Address of Employer <input type="checkbox"/> Self Employed	Dates (from-to) _____	Dates (from-to) _____
Business Phone (incl. area code) _____	Business Phone (incl. area code) _____	Monthly Income \$ _____	Monthly Income \$ _____
Position/Title/Type of Business _____	Position/Title/Type of Business _____	Business Phone (incl. area code) _____	Business Phone (incl. area code) _____

Name & Address of Employer <input type="checkbox"/> Self Employed	Name & Address of Employer <input type="checkbox"/> Self Employed	Dates (from-to) _____	Dates (from-to) _____
Business Phone (incl. area code) _____	Business Phone (incl. area code) _____	Monthly Income \$ _____	Monthly Income \$ _____
Position/Title/Type of Business _____	Position/Title/Type of Business _____	Business Phone (incl. area code) _____	Business Phone (incl. area code) _____

Name & Address of Employer <input type="checkbox"/> Self Employed	Name & Address of Employer <input type="checkbox"/> Self Employed	Dates (from-to) _____	Dates (from-to) _____
Business Phone (incl. area code) _____	Business Phone (incl. area code) _____	Monthly Income \$ _____	Monthly Income \$ _____
Position/Title/Type of Business _____	Position/Title/Type of Business _____	Business Phone (incl. area code) _____	Business Phone (incl. area code) _____

V. MONTHLY INCOME AND COMBINED HOUSING EXPENSE INFORMATION				
Gross Monthly Income	Borrower	Co-Borrower	Total	Combined Monthly Housing Expense
Base Empl. Income*	\$	\$	\$	Rent \$
Overtime				First Mortgage (P&I) \$
Bonuses				Other Financing (P&I)
Commissions				Hazard Insurance
Dividends/Interest				Real Estate Taxes
Net Rental Income				Mortgage Insurance
Other (before completing, see the notice in "describe other income," below)				Homeowner Assn. Dues
				Other:
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>Total</b> <b>\$</b>

\* Self Employed Borrower(s) may be required to provide additional documentation such as tax returns and financial statements.

Described Other Income Notice: Alimony, child support, or separate maintenance income need not be revealed if the Borrower (B) or Co-Borrower (C) does not choose to have it considered for repaying this loan.

B/C				Monthly Amount
				\$

### VI. ASSETS AND LIABILITIES

This Statement and any applicable supporting schedules may be completed jointly by both married and unmarried Co-Borrowers if their assets and liabilities are sufficiently joined so that the Statement can be meaningfully and fairly presented on a combined basis; otherwise separate Statements and Schedules are required. If the Co-Borrower section was completed about a non-applicant spouse or other person, this Statement and supporting schedules must be completed about that spouse or other person also.

Completed  Jointly  Not Jointly

ASSETS	Cash or Market Value	LIABILITIES	Monthly Payment & Months Left to Pay	Unpaid Balance
Description		Name and address of Company	\$ Payment/Months	\$
Cash deposit toward purchase held by:	\$			
<b>List checking and savings accounts below</b>				
Name and address of Bank, S&L, or Credit Union				
Acct. no.	\$	Acct. no.	\$ Payment/Months	\$
Name and address of Bank, S&L, or Credit Union		Name and address of Company		
Acct. no.	\$	Acct. no.	\$ Payment/Months	\$
Name and address of Bank, S&L, or Credit Union		Name and address of Company		
Acct. no.	\$	Acct. no.	\$ Payment/Months	\$
Name and address of Bank, S&L, or Credit Union		Name and address of Company		
Acct. no.	\$	Acct. no.	\$ Payment/Months	\$
Stocks & Bonds (Company name/number & description)	\$	Name and address of Company		
Life insurance net cash value	\$	Acct. no.	\$ Payment/Months	\$
Face amount: \$		Name and address of Company		
<b>Subtotal Liquid Assets</b>	\$	Acct. no.	\$ Payment/Months	\$
Real estate owned (enter market value from schedule of real estate owned)	\$	Name and address of Company		
Vested interest in retirement fund	\$	Acct. no.	\$ Payment/Months	\$
Net worth of business(es) owned (attach financial statement)	\$	Name and address of Company		
Automobiles owned (make and year)	\$	Acct. no.	\$ Payment/Months	\$
Other Assets (itemize)	\$	Name and address of Company		
		Acct. no.	\$ Payment/Months	\$
		Alimony/Child Support/Separate Maintenance Payments Owed to:	\$	
		Job-Related Expense (child care, union dues, etc.)	\$	
<b>Total Assets a.</b>	<b>\$</b>	Total Monthly Payments	\$	
		Net Worth (a minus b)	\$	<b>Total Liabilities b.</b>
			\$	\$





### Continuation Sheet/Residential Loan Application

**Borrower:**

Agency Case Number:

Use this continuation sheet if you need more space to complete the Residential Loan Application. Mark **B** for Borrower or **C** for Co-Borrower.

**Co-Borrower:**

Lender Case Number:

I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 18, United States Code, Section 1001, et seq.

**Borrower's Signature:**

**Date**

Co-Borrower's Signature:

Date

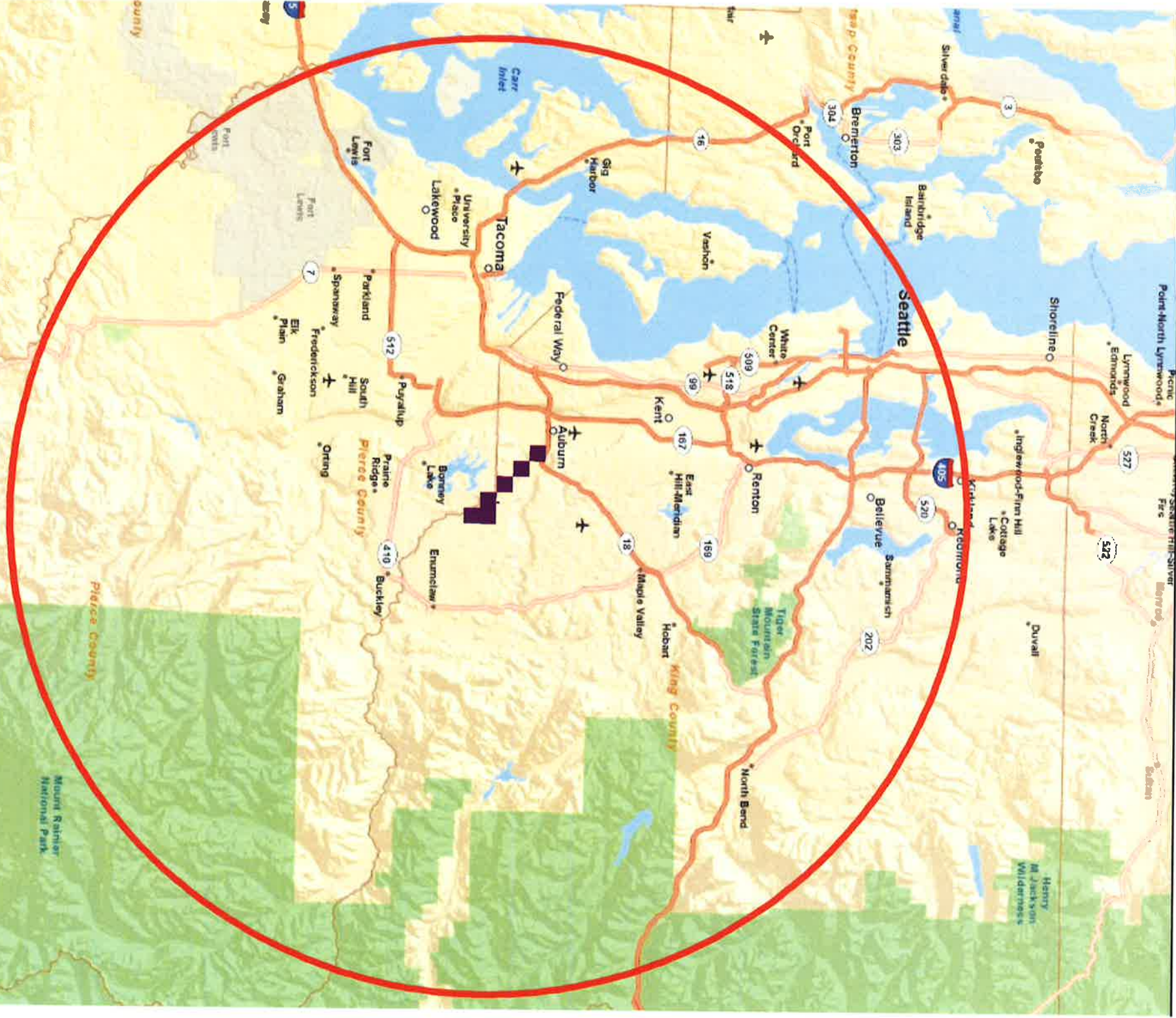
**X**

**X**



MUCKLESHOOT GIS PROGRAM  
 29615 172nd Ave SE  
 AUBURN, WA 98002  
 Phone: (509) 976-5227  
 gis@tribe.muckleshoottribe.com

# Muckleshoot Reservation 30 Mile Radius



**WARNING:** Users and visitors of this information system may be liable for any damages, including consequential damages, resulting from their use of this information system. The Muckleshoot Tribe is not responsible for the use of this information system. If you have any questions or need more information, please contact the Muckleshoot GIS Program at the address or telephone number listed.

