



## **OWN IN OGDEN PROGRAM GUIDELINES**

### **I. PROGRAM SUMMARY**

Own in Ogden is an Ogden City program designed to increase home ownership in Ogden. Persons purchasing their primary residence in Ogden can receive up to a \$10,000 zero interest, deferred- payment loan that is applied at closing toward down payment and closing costs. Income-qualified, sworn Ogden City Police Officers and Ogden City Fire Fighters can receive up to a \$20,000 loan when buying their primary residence in Ogden. Other income- qualified Ogden City employees and new hires who reside outside Ogden City boundaries, or who rent within Ogden City, can receive up to a \$15,000 loan to buy a home as their primary residence in Ogden. Loans of up to \$15,000 are also available to full-time, state-certified K-12 classroom teachers or administrators in schools which serve Ogden City students. Minimum loan amount is \$1,000. Own in Ogden loans can only be used at the time of closing for down payment, closing costs, or principal reduction toward the first mortgage loan balance. Property title transfer must be within 6 months of the date the Own in Ogden funds are committed by written agreement with the Buyer. Own in Ogden funds are available on a first-come, first-served basis.

### **II. VOLUNTARY ACQUISITION AND ANTI-DISPLACEMENT POLICIES**

HUD Uniform Relocation Act guidelines apply to the Own in Ogden program. Sellers must complete the Seller Affidavit of Occupancy, and both Buyers and Sellers are required to submit the Acknowledgment of Voluntary Acquisition (see forms) prior to Own in Ogden application approval. Tenant-occupied properties are not eligible for Own in Ogden, except in the instance of a tenant-purchase application. Properties will not be eligible for Own in Ogden assistance if a tenant has been evicted, asked to leave, or has vacated the property, and that action would not have occurred if not for the Own in Ogden assisted purchase.

### **III. PROJECTED HOUSEHOLD INCOME REQUIREMENTS**

Income documentation in the form of paystubs for the most recent 60-day period and most recently filed tax returns are required to apply for the Own in Ogden Program. Every member of the household must submit income information regardless of their participation in the real estate purchase. The annual household income cannot exceed 80% of the area-wide median income. Own in Ogden utilizes the IRS Form 1040 Adjusted Gross Income definition for determining the projected household annual income. These yearly household income limits, based on household size, are listed below. Subject to funding availability, income restrictions may be waived for sworn Ogden City Police Officers and Ogden City Fire Fighters. Income determination must be conducted no more than 6 months prior to the date the Own in Ogden funds are committed by written agreement to the Buyer.

<b>Persons in Household</b>	<b>Maximum Gross Income</b>
1	\$67,500
2	\$77,150
3	\$86,800
4	\$96,400
5	\$104,150
6	\$111,850
7	\$119,550
8	\$127,250

Income Limits Effective 6/01/2025

2549 Washington Blvd Suite 120 Ogden, UT 84401 • (801) 629-8941 • <http://ogdencityhomes.com>

\*For Accessibility & Language Assistance call (801) 629-8701 or visit <http://accessibility.ogdencity.com>

TTY/TDD Relay Utah: 711 or 888-735-5906

Email Package and all documents to: [homes@ogdencity.com](mailto:homes@ogdencity.com)



#### **IV. APPLICATION PROCEDURE**

Once Buyers have completed purchase negotiations using a Real Estate Purchase Contract, they can apply for Own in Ogden down payment assistance by submitting the following initial requirements to the Own In Ogden Administrator; (1) Own in Ogden Application, (2) Own in Ogden Commitment Letter, (3) Real Estate Purchase Contract, (4) Picture Identification, (5) Income information (most recent tax return and pay-stubs for the most recent 60-day period for all household members), (6) Seller Permission for the Ogden City housing inspection, (7) Seller Affidavit of Occupancy and (8) Buyer/Seller Acknowledgement of Voluntary Acquisition (see forms), (8) Credit Report, (9) Most recent bank statement (for all accounts), (10) Loan Estimate, and Personal Income and Expense Sheet, (11) Lead Based Paint Acknowledgment. The Own in Ogden Administrator will review the documentation to determine program eligibility.

Non-US citizens must also provide documentation of legal residency.

All applicants are required to attend and submit a Certificate of Completion from a HUD-approved home-ownership class prior to closing. Fees paid for this class may be reimbursed to Buyers at closing, provided they submit a valid receipt from the class provider prior to closing. **Five working day notice of closing is required.**

#### **V. TARGET AREAS AND PROPERTY QUALIFICATIONS**

Properties must be located within Ogden City boundaries and are subject to certain restrictions noted below.

**Ownership/Residency:** Buyers must be taking fee simple title to the property upon closing and using the property as their primary residence throughout the term of the Own in Ogden loan. Ownership in title of persons who do not primarily reside in the property is not allowed. In addition to single-family homes, the City may provide assistance for the purchase of a duplex, triplex or four-plex but approval is subject to availability of an eligible funding source. Appraisal based rental income from the supporting units will be calculated in the future income formula.

**Purchase Price:** Dependent on the source of funding, the initial purchase price of an existing property cannot exceed **\$430,000.00** for a single unit. The initial purchase price of a newly constructed property cannot exceed **\$467,000.00** for a single unit. Property values will be confirmed by an appraisal submitted to the Own in Ogden Administrator. Appraised values may not exceed the maximum program limit.

**Zoning:** The home being purchased must be zoned residential and used as a primary residence. Nonconforming uses or other types of property zoning will not be allowed. Buyers purchasing properties with unresolved code enforcement citations will not be eligible to receive Own in Ogden assistance until all citations have been resolved.

**Manufactured Housing:** Manufactured housing must have parcel identification, be located on a permanent foundation, and have utility hookups in compliance with Ogden City Code requirements.

#### **VI. PROPERTY STANDARDS**

**Housing habitability and safety issues:** Own in Ogden requires that homes being purchased using down payment assistance must meet Ogden City, HUD, and FHA requirements for habitability with no major structural damage, code violations or negative conditions representing a threat to resident health and safety. Adherence to Ogden City ordinances and housing safety requirements will be required.

**Permission to conduct an Ogden City Housing Safety Inspection:** Permission to conduct an Ogden City paint and housing safety inspection is required from the property owner of record (see forms). This paint and housing safety inspection addresses safety issues and must be conducted no earlier than 90 days prior to the date the Own in Ogden funds are committed by written agreement to the Buyer. Required repairs must be completed prior to Own in Ogden

funding. To address other property concerns, a formal property inspection, conducted by a private inspection firm, may be conducted at Buyer's expense.

**Minimal FHA 203K Escrowed Repairs:** Repairs that will be completed after closing may be allowed, provided the repairs specified in an Ogden City Housing Safety Inspection are included in an approved 203K outline of repairs, and all repair work is being conducted by a licensed contractor. Funds for repairs must be held in escrow and disbursed only to the licensed contractor upon satisfactory completion of work and Ogden City inspections.

**Lead-based Paint:** Any deteriorated paint surfaces that are found during the Ogden City inspection will need to be repaired prior to funding. Unless tested by a certified lab, all defective surfaces will be presumed to be lead-based paint. If presumed or tested to be lead based paint, all mitigation work must be done by a contractor certified under the EPA Lead Safety for Renovation, Repair and Painting Training Course per 40 CFR Part 745.225. At the completion of said mitigation work, a clearance report must be prepared by a certified Lead-Based Paint Risk Assessor.

## **VII. FIRST MORTGAGE FINANCING / OWN IN OGDEN TERMS:**

**Loan Approval:** Predatory lending is not allowed. Documentation from the Mortgage Lender regarding the mortgage loan must be provided to the Own in Ogden Administrator. Only a Qualified Residential Mortgage (QRM) which includes fixed-rate FHA, VA, or Conventional financing is allowed. Rent-to-buy and lease-to-buy contracts are not allowed. Prepayment penalties are allowed. Adjustable-rate mortgages, balloon payment mortgages and interest only mortgages are not allowed. Seller carry or non-conventional financing is not allowed. 2/1 buy downs may be accepted upon review, on a case-by-case basis, when used in conjunction with a fixed-rate mortgage, and when the Lender provides written documentation stating that loan qualification has been approved at the highest rate of the mortgage buy down plan. Interest rate, loan origination fees, points, closings costs and other lender charges must be deemed reasonable by Ogden City. Program funds will be wired directly to the closing title agency of record.

**The Amount of Down Payment Assistance:** All buyer's liquid assets will be reviewed. Liquid assets over \$40,000 must be applied to the purchase of the home and will reduce the amount of Own In Ogden down payment assistance.

**Buyer's Cash Contribution:** Borrower(s) must provide at least \$500.00 of his/her own money toward the purchase. This is usually in the form of earnest money. This \$500.00 contribution is to be verified prior to closing and allocation of funds and cannot be included in the mortgage loan or refunded to the buyer at closing. Buyer must also contribute any amounts needed to close the transaction in excess of the Own in Ogden assistance.

**Lien position:** Own in Ogden Loans are secured by a Promissory Note and Trust Deed. The city prefers Own in Ogden loans occupy second position. Third position Own in Ogden loans may be considered on a case-by-case basis.

**Repayment Requirements:** Own in Ogden down payment assistance is issued in the form of a "no interest, deferred payment" loan which becomes due and payable in full when a borrower discontinues principal residency at the property, sells or transfers interest in the property, or defaults on any of the loan terms of the Own in Ogden Promissory Note and Trust Deed.

For sworn Ogden City Police Officers and Ogden City Fire Fighters, the above repayment requirements expire after ten (10) years of continued owner-occupancy, and continued employment by Ogden City, of the qualifying Officer or Fire Fighter, with no repayment amount required.

## **VIII. OGDEN CITY HOMEBUYER UNDERWRITING STANDARDS:**

**Credit Score:** At least one score of 620.

**Debt to Income Ratio:** Documentation from the Mortgage Lender regarding expense to income ratios must be provided to the Own in Ogden Administrator. Debt to Income (DTI) maximum is 50% with a FICO of 620-659. DTI is up to 55% for FICO scores of 660 and above. Household income includes all documented income earned by all adults (18 years of age or older) that will be living in the home to be purchased. Long-term household debt (remaining payments of ten months or more) is to be included in calculating front- and back-end ratios and includes all debts and expenses (i.e., PITI, other fees, car loans, student loans, credit cards, etc.)

**Liquid Assets:** Buyer's liquid assets in excess of \$40,000 must be applied towards the home purchase, and the Own In Ogden assistance amount will be reduced by that amount. Any deduction will not include the amount paid in excess of the \$500 minimum required buyer contribution. A liquid asset is defined as cash on hand or an asset that can be readily converted into cash with little impact on its values.

Equity proceeds received from the recent documented sale of a prior residence by the homebuyer will be considered liquid assets but may exceed the \$40,000 maximum cash limit. All equity from the prior home sale must be used toward the purchase of a new home in Ogden. No equity cash may be withheld from the transaction.

**Financial Resources:** Buyer is required to have a final signed household budget from the approved Homeownership Education Provider, which documents the financial resources available to sustain homeownership.

**Minimum Cash Reserve:** The homebuyer must have sufficient cash resources (including savings, checking, money market, or other non-retirement accounts) such that after closing there are financial resources of at least one times the total monthly housing expenses (PITI, association fees, etc.)

**For more information about the Own in Ogden Program, call or write:**

Ogden City, A Utah Municipal Corporation  
2549 Washington Blvd., Suite 120  
Ogden, UT 84401-1333 (801) 629-8946  
[homes@ogdencity.com](mailto:homes@ogdencity.com)  
<http://ogdencityhomes.com>

**For Accessibility and Language Assistance help: (801) 629-8701 or visit:**  
<http://Accessibility.ogdencity.com>

