



Dunn County Down Payment Incentive APPLICATION

REQUIREMENTS: All applications must be legible, printed in ink or typed, and suitable for reproduction. The following checklist is intended to accompany a copy of a Building Permit Application for the local authority in which the property is located. An approved Building MUST be attached to this application. Off-site stick-built homes that are built to IRC codes and off-site manufactured homes built to HUD code, in addition to site-built, stick-built homes are eligible for this program. The information detailed within the following checklist will be required to be met in order to be considered for the program. Applications will be reviewed on a first-come-first-served basis and awarded participation until the allotted funding opportunity for the program has been depleted. **REPLACEMENT HOMES AND ARE NOT COVERED UNDER THIS PROGRAM. NOTE: COMPLETED APPLICATIONS MAY BE SUBJECT TO OPEN RECORDS REQUESTS.**

I AM PURCHASING A NEWLY CONSTRUCTED HOME: _____		I AM PURCHASING AN OLDER HOME: _____	
PROPERTY INFORMATION:			
PROPERTY ADDRESS:		ZONING DISTRICT:	
PARCEL NUMBER:	SUBDIVISION:	LOT:	BLOCK:
LEGAL DESCRIPTION:		IS PROPERTY ANNEXED: YES <input type="checkbox"/> NO <input type="checkbox"/>	
PERMITTING AUTHORITY:			
DUNN COUNTY _____	CITY OF HALLIDAY _____		
CITY OF KILLDEER _____	CITY OF DODGE _____		
CITY OF DUNN CENTER _____	VILLAGE OF MANNING _____		
VILLAGE OF NEW HRADEC _____			
PROPERTY OWNER INFORMATION			
OWNER NAME:	PHONE NUMBER:	EMAIL:	
MAILING ADDRESS:			
APPLICANT INFORMATION Valid ID attached			
APPLICANT NAME:	PHONE NUMBER:	EMAIL:	
MAILING ADDRESS:			
CO-APPLICANT INFORMATION Valid ID attached			
APPLICANT NAME:	PHONE NUMBER:	EMAIL:	
MAILING ADDRESS:			
NORTH DAKOTA LENDING INSTITUTION			
NAME:	PHONE NUMBER:	EMAIL:	
MAILING ADDRESS:			
BANKER NAME:			

	APPLICANT CHECKLIST	JDA REVIEW
4% Down Payment Incentive on existing homes 4 % of appraised value up to \$10,000		
• Purchase Agreement / attached (<i>all addendums and/or changes must be included</i>)		
Inspection has been done / attached		
Appraisal attached		
• Pre-approval letter from North Dakota lending institution attached		
• Letter must indicate it is for a manufactured home mortgage (<i>if applicable</i>)		
• HUD certification attached (<i>manufactured home</i>)		
6% Down Payment Incentive new built on site, modular or manufactured home. 6 % of appraised value up to \$20,000		
• Home is located in the County _____ or City Limits _____ City _____		
• Purchase agreement's attached (<i>all addendums and/or changes must be Included. There may be agreements for both land and housing.</i>)		
• Building permit application attached		
• Building permit attached		
• 911 Address Certification		
Applicants building within a city without a Building Inspector are Required to utilize the County Inspector at their own cost. (note name of Inspector- copies of inspections due prior to closing)		
Final Appraisal and/or verification of value attached		
• Pre-approval letter from North Dakota lending institution attached		
• Letter must indicate it is for a manufactured home mortgage (<i>if applicable</i>)		
• For rural properties –deeded access verification must be attached		
• Verification of minimum number (2) of sections (<i>for manufactured homes</i>)		
• Name of General Contractor _____ Address _____ Phone _____		
Affidavit of Affixation attached (<i>for manufactured homes</i>)		
Certificate of Occupancy from appropriate jurisdiction		

	APPLICANT CHECKLIST	JDA REVIEW
12% Down Payment Incentive new built on site, modular or manufactured home. 12 % of appraised value up to \$40,000		
<ul style="list-style-type: none"> Purchase agreement's attached (<i>all addendums and/or changes must be Included. There may be agreements for both land and housing.</i>) 		
• Building permit application attached		
• Building permit attached		
• 911 Address certification		
Applicants building within a city without a Building Inspector are Required to utilize the County Inspector at their own costs. (note name of Inspector- copies of inspections due prior to closing)		
Appraisal and/or verification of value attached		
<ul style="list-style-type: none"> Pre-approval letter from North Dakota lending institution attached 		
• Name of General Contractor _____		
Address _____		
Phone _____		
<ul style="list-style-type: none"> Letter from lender must indicate approval for Mortgage is for a manufactured home (<i>if applicable</i>) 		
• For rural properties – verification of deeded access to property must be attached		
• Verification of minimum number (2) of sections (<i>for manufactured homes</i>)		
Affidavit of Affixation attached (<i>for manufactured homes</i>)		
Certificate of Occupancy from appropriate jurisdiction		
<ul style="list-style-type: none"> Subdivision name _____ 		
<ul style="list-style-type: none"> Home adheres to limits set by HOA or covenances (<i>if applicable</i>) 		

	APPLICANT CHECKLIST	JDA REVIEW
FIRST TIME HOME BUYERS		
First time home Buyers are required to take a Homebuyers Education course. The Applicant is responsible for the cost of the program. The North Dakota Housing Finance Agency provides online Homebuyer classes. Information on the class they offer can be fund here: North Dakota Home Buyer Education (ehomeamerica.org) Upon completion the applicant will be provided a certificate of completion which must be attached to this application. Alternative Homebuyer Education courses are allowed – certification of course completion must be provided.		

- These items must be included in initial application in order for the application to be considered.

APPLICANT SIGNATURE

I certify that all information given within this application and checklist is correct to the best of my knowledge. I understand that if approved for the program, inspections will be required to be performed during construction in order to verify the completion of the required items detailed within the checklist. I also understand that applications for this program are reviewed on a first-come-first-served basis and understand that by submitting this application there is no guarantee of approval as a participant of the program. Approved participants will be awarded the Development Subsidy funding until the allotted program funds have been depleted.

I also understand that, if I am awarded a down payment incentive Dunn County Job Development Authority cannot advise the parties of potential tax implications the program may create. It is ultimately the responsibility for the parties involved in the transaction to understand any income tax implications that may arise out of the program.

APPLICANT SIGNATURE:	DATE:
CO-APPLICANT SIGNATURE:	DATE:

OPTIONAL for reporting purposes

Does the Applicant currently reside in Dunn County? _____ If yes, how long? _____

Where you raised in the County and returning home? _____

Why are you choosing to purchase a home in Dunn County? _____

Is this program a deciding factor in your decision? _____

Does the Applicant work in Dunn County or will they commute to work outside the area? _____

Are you bringing your business here? _____

Family size _____ School aged children _____

Are you interesting in serving on community boards? _____

If so, what areas/topics are you interested in? _____ May we share your contact information? _____

Return completed application to:

Carie.boster@dunncountynd.org

Mail or deliver to:

Dunn County Job Development Authority

Dunn County Courthouse

205 Owens Street

Manning, ND 58642

For office use only

Date Received: _____ By: _____

Date Application completed: _____

Date Reviewed: _____ By: _____

Approved: _____

DPI Amount: _____

• Sales Price: _____

• Pre-construction estimate of value _____

Final appraised value _____

Notes:

Denied: _____ (date)

Explanation of denial: