

# DICKINSON COLLEGE

## HOMEBUYER ASSISTANCE PROGRAM

The Dickinson College Homebuyer Assistance Program assists eligible employees with the purchase of a single, two- or three- family home within a 25-mile radius of Dickinson College by providing a Forgiveness Loan of up to \$2,500 for closing costs and down payment assistance. The program also provides a Deferred Payment Loan of up to \$7,500 for additional down payment and closing cost assistance.

### **Eligibility**

This program is open to any Dickinson College employee who meets either one of the following criteria.

- Faculty members of 50% or more of full-time with a minimum one-year appointment OR
- Regular staff members scheduled to work 20 hours or more per week

*\*Note: There is a two loan limit per family.*

### **Forgiveness Loan**

The College will provide a **forgivable** payment loan to you for up to \$2,500 for down payment and/or closing costs. Over a five-year period, the loan is forgiven in increments of 1/60 per month from the anniversary date of the home purchase. The entire sum is excused after five years of home ownership.

Any unforgiven amount of the loan is due and payable upon the conditions listed in the Termination of Loan Assistance section below.

### **Deferred Loan**

If additional assistance is required, up to \$7,500 in no-interest loan funds can be provided to you. The loan amount must be paid off over a maximum of five years, but may be repaid sooner.

### **Termination of Loan Assistance**

Your loan becomes due when any one of the following circumstances occur.

- You are no longer a Dickinson employee,
- You no longer occupy the property as your principal residence, or
- You are no longer the owner of the property.

If you are on an approved Leave of Absence for not more than one year OR are serving as director of one of the College's overseas facilities, no termination is triggered and repayment is not necessary.

Repayment of the loan is required within 60 days of termination of employment, change of address, or at property settlement.

### **How to Apply**

Eligible employees who wish to apply for funds should obtain an application from Human Resource Services.

Once a decision is made, you will be notified in writing.

*First time homebuyers who fall within certain income limits may also qualify for programs offered by local lenders and the Cumberland County Redevelopment Authority (717-249-0789).*

# HOMEBUYER ASSISTANCE PROGRAM APPLICATION

## A. GENERAL INFORMATION (APPLICANT):

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Date Hired: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Check the box that describes you:

- Faculty member with a minimum one-year appointment of 50% or more of full-time
- Permanent staff employee scheduled to work 20 or more hours per week

Have you or anyone else in your household ever received benefits under this program (program may be used twice during employment at Dickinson)?  Yes  No

## B. PROPERTY DESCRIPTION

Address: \_\_\_\_\_

Purchase Price: \_\_\_\_\_

Amount of Assistance Requested (\$0 - \$10,000): \_\_\_\_\_

Real Estate Company: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Counsel Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Lender: \_\_\_\_\_

Closing/Settlement Date: \_\_\_\_\_

Is this property within a 25 mile radius of Dickinson College?  Yes  No

Is this property a single, two- or three-family home?  Yes  No

Will this be your primary residence?  Yes  No

## C. TERMS

1. **DEFERRED FORGIVABLE LOAN:** The first \$2,500 in assistance shall be made in the form of a forgivable loan amortized over five years. This means that the amount due will reduce by 1/60 each month. The entire sum will be forgiven after five years of homeownership.

The pro-rated amount remaining on the deferred forgivable loan will become due and payable in the following events:

- You, the borrower, cease to be an employee of the College; or
- You, the borrower, cease to occupy the property as your principal residence; or
- You, the borrower, cease to be the owner of the property

### Exceptions:

- If you and your spouse divorce, and the borrowing party moves out of the property but provides court-ordered support to the members of the household, repayment will not be necessary.
- If you take a college-approved leave of absence for not more than one year or if you serve as a director of one of the College's oversees facilities, repayment will not be due.
- In the event of death of the College's employee and the employee has worked for the College for more than five years, the entire loan will be forgiven.
- In the event of death of the College's employee and the employee has worked for the College for less than five years, 1/5 of the loan for each year of service will be forgiven. This is in addition to any amount already forgiven while living in the property.

2. **DEFERRED LOAN:** If additional closing assistance is required, up to \$7,500 in no-interest loan funds will be provided to the homebuyer. There are flexible options available to re-pay this no-interest loan over a pre-determined time period. Re-payment options should be pre-arranged.

The loan will become due and payable in full in the following events:

- You, the borrower, cease to be an employee of the College; or
- You, the borrower, cease to occupy the property as your principal residence; or
- You, the borrower, cease to be the owner of the property

### Exceptions:

- If you and your spouse divorce, and the borrowing party moves out of the property but provides court-ordered support to the members of the household, repayment will not be necessary.
- If you take a college-approved leave of absence for not more than one year or if you serve as a director of one of the College's oversees facilities, repayment will not be due.
- In the event of death of the College's employee, repayment will be due when the employee's family ceases to occupy the property or when the spouse remarries.

**D. CONTACT INFORMATION**

For more information or assistance in completing this application, please contact Michelle Spencer, Human Resource Services, at (717) 245-1504 or email 'spencer@dickinson.edu'.

Applications should be submitted to Michelle Spencer, Human Resource Services, Dickinson College, P.O. Box 1773, Carlisle, PA 17013.

**E. OTHER**

**Acknowledgement**

I 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, Section 1014.

\_\_\_\_\_  
Signature Date

**Acknowledgement**

I hereby authorize Dickinson College to deduct the sum of any arrearage on my loan (if applicable) from my pay in order to bring my loan current.

\_\_\_\_\_  
Signature Date

**General Release of Information**

I, the undersigned, give Dickinson College written permission to obtain verification from any source given in this application. This information is to be used to determine eligibility for participation in the Dickinson College Homebuyer Assistance Program.

\_\_\_\_\_  
Signature Date