

WDU

**WORKFORCE
DWELLING UNIT**



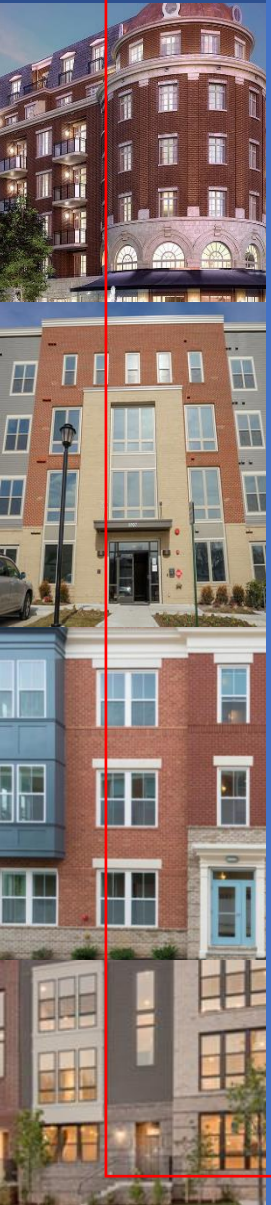
FAIRFAX COUNTY AFFORDABLE HOMEOWNERSHIP OPPORTUNITIES

WORKFORCE DWELLING UNIT PROGRAM Online Orientation Session

Fairfax County Department of Housing & Community Development



Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. Reasonable accommodations will be provided upon request. To request reasonable ADA accommodations or alternative format of materials, call 703-246-5101 or TTY: 711



Write Down Questions You May Have

This is a pre-recorded orientation session without a question-and-answer section.

If you have questions after the end of the presentation, contact us.

Fairfax County First-Time Homebuyers
Program

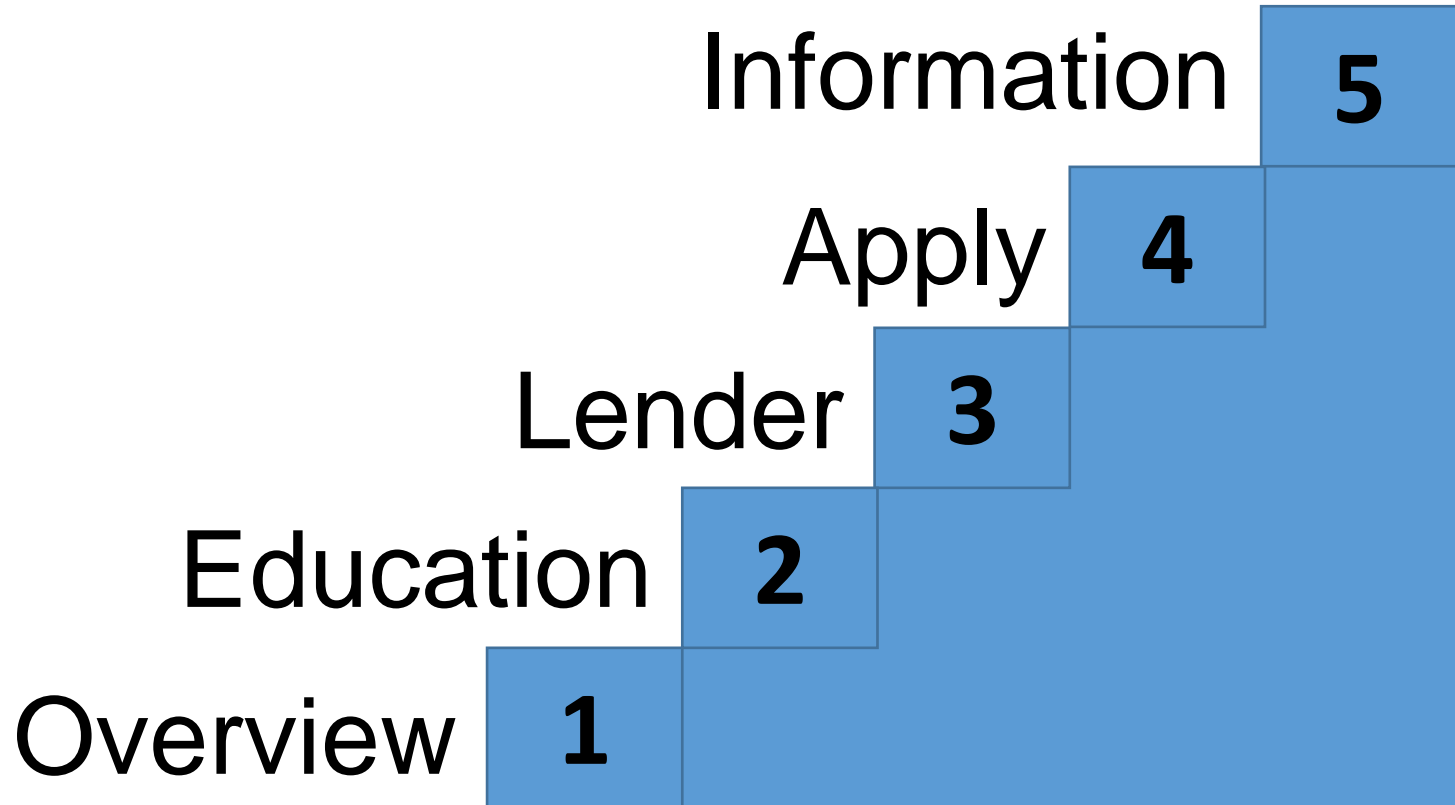
703-246-5087

fthbhomeownership@fairfaxcounty.gov

WDU

**WORKFORCE
DWELLING UNIT**

5 Steps to WDU Homeownership





CURRENT AFFORDABLE HOMEOWNERSHIP PROGRAMS

Workforce Dwelling Units (WDUs)

Down Payment Assistance

First-Time Homebuyers Program (FTHB)*

*Visit <https://www.fairfaxcounty.gov/housing/homeownership/homebuyers>
for more information

WDU

WORKFORCE
DWELLING UNIT

WORKFORCE DWELLING UNIT (WDU) WHAT IS A WDU PROPERTY?

- Townhomes and Condominiums located throughout the County
- Homes are sold at below-market prices
- Current prices range from mid \$200,000s to mid \$600,000s
- Similar units may have different sales prices – the sales price correlates to the income tier it serves





A First-Time Homebuyer has not owned a home in the US or abroad in the past 3 years



To meet the preference, ALL adult family members must meet this definition.

FIRST-TIME HOMEBUYER EXCEPTIONS



Single
Parent

Displaced
Homemaker



Owners of
a Co-op



Seniors

WDU

**WORKFORCE
DWELLING UNIT**



**2023 MAXIMUM
INCOME
LIMITS**

FTHB

Downpayment Assistance

Workforce Dwelling Unit (WDU) Program

House hold SIZE	70% AMI	80% AMI	100% AMI	120% AMI
1	\$ 74,500	\$ 85,200	\$ 106,450	\$127,750
2	\$ 85,150	\$ 97,350	\$121,700	\$146,000
3	\$ 95,800	\$109,550	\$136,900	\$164,250
4	\$106,450	\$121,700	\$152,100	\$182,500
5	\$114,950	\$131,450	\$164,250	\$197,100
6	\$123,500	\$141,150	\$176,450	\$211,700
7	\$132,000	\$150,900	\$188,600	\$226,300
8	\$140,500	\$160,650	\$200,750	\$240,900

AREA MEDIAN INCOME (AMI) by Household Size

Income Tier Examples

Family of 3 with \$110,000 income is in the 100% AMI tier.

Family of 4 with \$110,000 income is in the 80% AMI tier.

WDU Maximum Income Limits

House hold SIZE	70% AMI	80% AMI	100% AMI	120% AMI
1	\$ 74,500	\$ 85,200	\$ 106,450	\$127,750
2	\$ 85,150	\$ 97,350	\$121,700	\$146,000
3	\$ 95,800	\$109,550	\$136,900	\$164,250
4	\$106,450	\$121,700	\$152,100	\$182,500
5	\$114,950	\$131,450	\$164,250	\$197,100
6	\$123,500	\$141,150	\$176,450	\$211,700
7	\$132,000	\$150,900	\$188,600	\$226,300
8	\$140,500	\$160,650	\$200,750	\$240,900

WDU INCOME TIER AND SALES PRICE

This 2-bedroom / 2-bathroom condominium model may be offered at different prices depending on the Income Tier (AMI) it is intended to serve.*



The same unit set aside:

- **At 80% AMI would cost \$342,450**
- **At 100% AMI would cost \$444,100**
- **At 120% AMI would cost \$545,750**

*Pricing of units and the Income Tiers served may vary by development. The sales price is not negotiable.

5-STEP PROCESS CHECKLIST



YOU ARE HERE

Please follow all steps in the process

STEP 1 <input checked="" type="checkbox"/> YOU ARE HERE!	WDU ORIENTATION SESSION DOCUMENT: SIGNED ORIENTATION CERTIFICATION
STEP 2 <input type="checkbox"/>	HOMEBUYER EDUCATION DOCUMENT: VIRGINIA HOUSING HOMEBUYER EDUCATION CERTIFICATE
STEP 3 <input type="checkbox"/>	MEET WITH A LENDER DOCUMENT: COMPLETE & SIGNED PRE-APPROVAL LETTER
STEP 4 <input type="checkbox"/>	SUBMIT INITIAL APPLICATION DOCUMENT: COMPLETED APPLICATION PACKAGE AND ALL REQUIRED SUPPORTING DOCUMENTS
STEP 5 <input type="checkbox"/>	WDU INFORMATION SESSION DOCUMENT: SIGNED PASSPORT TO HOMEOWNERSHIP

WDU

WORKFORCE
DWELLING UNIT



STEP 2:
Homebuyer
Education

Click here
to find a
class

Individuals & Families Business Partners About News Contact Log

Homebuyers Quick Links
Homeowners Pay Your Mortgage Find A Lender
Renters Home Loans Homebuyer Education
Renter Resources Individuals and Families Calendar

Help Virginia Communities Thrive

Film

Individuals & families → Business partners →

Sign up at www.virginiahousing.com

STEP 3: CONTACT LENDER TO COMPLETE THE PRE-APPROVAL LETTER

STEP 3

FAIRFAX COUNTY AFFORDABLE HOMEOWNERSHIP
LENDER PRE-APPROVAL LETTER & INSTRUCTIONS FOR COMPLETION

County of Fairfax, Virginia
LENDER CONDITIONAL PRE-APPROVAL LETTER
FIRST-TIME HOMEBUYERS & WORKFORCE DWELLING UNIT PROGRAMS

THIS FORM IS TO BE COMPLETED BY LENDER AND SIGNED BY APPLICANTS

HOUSEHOLD MEMBERS ON DEED/LOAN & SPOUSES

NAME

NAME	
Relationship	
DOB	
SSN	
Address	
City	
State	
Zip	
Phone	
Signature	
Date	

NAME

NAME	
Relationship	
DOB	
SSN	
Address	
City	
State	
Zip	
Phone	
Signature	
Date	

TOTAL G

Total Fee	
Total Cash	
Total Mortgage	
Other Costs	
TOTAL V	

FIRST-TIME HOMEBUYERS PROGRAM	WORKFORCE DWELLING UNIT PROGRAM
<p>LOAN Must be a 30-year fixed rate loan <input type="checkbox"/> Conventional <input type="checkbox"/> FHA <input type="checkbox"/> VA</p> <p>INTEREST RATE: _____ TERM: <u>30-year</u></p> <p>POINTS Limited to 1 Origination & 2 Discount points. Origination: _____ Discount: _____</p> <p>LOAN AMOUNT: \$ _____</p> <p>FTHB ESTIMATED MONTHLY HOUSING COST Principal & Interest: \$ _____ Taxes: \$ _____ Hazard Insurance: \$ _____ MIP/PMI: \$ _____ HOA/Condo: \$ _____ Estimated Monthly Housing Cost \$ _____</p> <p>DEBT-TO-INCOME RATIOS First-Time Homebuyers Program ratios cannot exceed 35% / 45% Front Ratio: _____ % (Estimated Monthly Housing Cost + Monthly Household Gross Income) Back Ratio: _____ % (Estimated Monthly Housing Cost + other Monthly Debt) + Monthly Household Gross Income</p> <p>MAXIMUM PURCHASE PRICE (Loan Amount + Down payment) Borrower currently has sufficient income and assets to purchase a home for \$ _____</p> <p>COMMENTS:</p>	<p>LOAN Must be a fixed rate loan <input type="checkbox"/> Conventional <input type="checkbox"/> FHA <input type="checkbox"/> VA</p> <p>INTEREST RATE: _____ TERM: _____</p> <p>POINTS Limited to 1 Origination & 2 Discount points. Origination: _____ Discount: _____</p> <p>LOAN AMOUNT: \$ _____</p> <p>WDU ESTIMATED MONTHLY HOUSING COST Principal & Interest: \$ _____ Taxes: \$ _____ Hazard Insurance: \$ _____ MIP/PMI: \$ _____ HOA/Condo: \$ _____ Estimated Monthly Housing Cost \$ _____</p> <p>DEBT-TO-INCOME RATIOS Back-end ratio exceeding 45% requires FCRHA approval as an exception to underwriting guidelines and lender must provide compensating factors Front Ratio: _____ % (Estimated Monthly Housing Cost + Monthly Household Gross Income) Back Ratio: _____ % (Estimated Monthly Housing Cost + other Monthly Debt) + Monthly Household Gross Income</p> <p>MAXIMUM PURCHASE PRICE (Loan Amount + Down payment) Borrower currently has sufficient income and assets to purchase a home for \$ _____</p> <p>PROVIDE COMPENSATING FACTORS:</p>



MAXIMUM PURCHASE PRICE (Loan Amount + Down payment)
Borrower currently has sufficient income and assets to purchase a home for \$ _____

LENDER THIS CONDITIONAL APPROVAL LETTER IS CONSIDERED TRUE, COMPLETE & CORRECT UNTIL _____ DATE
 I understand that this form is being used primarily by the purchasee(s)/borrower(s) as documentation for application to a Fairfax County Homeownership Program.

COMPLETED BY (NAME): _____ DATE COMPLETED: _____
 LENDER'S SIGNATURE: _____ LENDING INSTITUTION: _____
 PHONE NUMBER: _____ EMAIL: _____

I/we hereby certify under penalty of law that all of the information provided on this application form is true, complete, and correct. I understand that I am required to report any changes in household composition, income, or assets annually and at the time of home purchase. I also understand that any person who attempts to obtain housing assistance by making false statements, by impersonation, by failure to disclose or intentionally concealing information, or any act of assistance to such attempt is a crime punishable under federal and state law and may result in determination of ineligibility for any HUD/CDFP/CHDO housing program. I acknowledge that a false declaration is grounds for disqualification from the Homeownership Program and from the opportunity to purchase a First-Time Homebuyer or Workforce Dwelling Unit property. By signing this form, I agree to the release of my/our financial information as may be necessary to verify eligibility to participate in a homeownership opportunity and agree to the exchange of this information between the Fairfax County Department of Housing and Community Development/Fairfax County Redevelopment and Housing Authority, U.S. Department of Housing and Urban Development, Lender and Loan Servicer, and other providers of federal, state, or local assistance.

ALL APPLICANTS WHO WILL BE ON DEED/LOAN AND APPLICANT SPOUSES MUST SIGN

BORROWER PRINT NAME	SIGNATURE	DATE
CO-APPLICANT PRINT NAME	SIGNATURE	DATE
CO-APPLICANT PRINT NAME	SIGNATURE	DATE
CO-APPLICANT PRINT NAME	SIGNATURE	DATE

FINANCIAL ELIGIBILITY CRITERIA



<p>Lender Pre-approval</p> <p>Must have lender pre-approval amount for purchase price</p>	<p>Loan Type</p> <p>Loan must be fixed rate</p>	<p>\$1,000 Deposit</p> <p>Required at time the contract to purchase is signed</p>
<p>Debt to Income Ratio Limit</p> <p>45% max</p> <p>Total debt (mortgage expenses plus all other debt) cannot exceed 45% income</p>	<p>Down Payment</p> <p>2%</p> <p>1% for credit scores of at least 680</p>	<p>Closing Costs</p> <p>3–5%</p> <p>Must document 3 – 5% for closing costs which may be from gift funds</p>
<p>Underwriting Criteria</p> <p>Underwriting criteria outside of industry best practices may require review and approval</p>	<p>NO Co-signers</p> <p>Each applicant must qualify on merit</p>	<p>Foreclosure</p> <p>At least 5 years since foreclosure. Households with no foreclosure are given priority to purchase</p>



Types of income used to determine your Income Tier:

- Wages, Salary, Bonus payments, Commissions/tips and Overtime
- Child Support and Alimony
- Interest from savings/checking and other assets
- Dividends from stock/bonds certificates
- Social Security and Disability benefits
- Veterans Administration benefits
- Unemployment insurance payments
- Pension/retirement payment
- Other annuities or stipends received
- Income from Real Estate Investments
- Income from business owned, associated with or initiated by household member
- Regular gifts or contributions from persons not in the home
- Net income from business operations

STEP 4: COMPLETE APPLICATION

STEP 4



FAIRFAX COUNTY AFFORDABLE HOMEOWNERSHIP PROGRAM APPLICATION

CONTACT: 703-246-5087 ■ FTHBHOMEOWNERSHIP@FAIRFAXCOUNTY.GOV

■ MAIL APPLICATION TO OR LEAVE IN DROP BOX OUTSIDE: 3700 PENDER DRIVE, FAIRFAX, VA 22030



SUBMISSIONS MUST INCLUDE DOCUMENTS LISTED ON PAGE 5 OF THIS APPLICATION

■ FAX TO SECURE FAX #: 703-653-1372

CHECK ONE:

- INITIAL APPLICATION
- CHANGE/UPDATE
- ANNUAL RECERTIFICATION
- DRAWING PROPERTY ADDRESS(ES) _____
- IMMEDIATELY AVAILABLE ADDRESS(ES) _____

HEAD OF HOUSEHOLD NAME:	
STREET ADDRESS: DO NOT USE P.O. BOX	
CITY/STATE/ZIP:	

LIST ALL HOUSEHOLD MEMBERS WHO WILL RESIDE IN THE AFFORDABLE UNIT		SOCIAL SECURITY NUMBER	DATE OF BIRTH	AGE	SEX	RELATION TO HEAD <small>S=Spouse C=Child P=Parent O=Other (Describe)</small>	MARITAL STATUS <small>S=Single M=Married SP=Separated D=Divorced W=Widow</small>	CITIZENSHIP STATUS <small>C=Citizen P=Permanent Resident O=Other (Describe)</small>	FULLTIME STUDENT AGE 18+	DOES MEMBER RECEIVE INCOME FROM ANY SOURCE? <small>See Page 2</small>
FIRST NAME	LAST NAME									
						HEAD				<input type="checkbox"/> Yes <input type="checkbox"/> No
									<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
									<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
									<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
									<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
									<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
									<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
									<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
									<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

STEP 4: WDU APPLICATION

Income and Assets



EMPLOYMENT INCOME: Include ALL jobs for ALL Members even if income is not included on Lender Letter. List each job on a new line. Include Full and Part-Time Wages or Salary, Bonuses, Commissions, Tips, Overtime, Self-Employment or other employment income.

MEMBER NAME	EMPLOYER/BUSINESS NAME	EMPLOYER/BUSINESS ADDRESS	GROSS ANNUAL INCOME
			\$
			\$



OTHER INCOME List ALL other income from ALL Members. List each source of income on a new line including, but not limited to, Social Security and Disability (SSI/SSDI), Child Support, Alimony, Dividends, Capital Gains, Pensions, Annuities, TANF, Regular Gifts or Aid, Income from Real Estate, Unemployment Income, Veterans Administration Benefits, Workers Compensation.

MEMBER NAME	INCOME TYPE	ACCOUNT NUMBER	GROSS ANNUAL INCOME
			\$
			\$



BANK ACCOUNTS AND OTHER ASSETS Note: Income from assets will be used to determine gross income for purposes of program eligibility. List ALL assets from ALL Members including, but not limited to, Bonds, Certificate of Deposit, Savings/Checking, Retirement, and/or Stock accounts, Real property, Cash on Hand, Family Self Sufficiency or VIDA Savings, IRAs or other assets.

MEMBER NAME	ASSET TYPE	ASSET SOURCE Name of Financial Institution	ACCOUNT NUMBER	ASSET BALANCE (OR VALUE)
	Checking Account			\$
	Savings Account			\$

ASSETS



CD = Certificate of Deposit
(that grows)

HOW IT WORKS

- 1 Put in a lump sum of money
- 2 Wait a specified period of time
- 3 Withdraw your money plus interest!

Stock Dividend

Annual interest earned on a \$25,000 account balance:



Account type	Best available yield ¹	Annual interest
Checking	0.01% ²	\$3
Money market	2.01%	\$503
Savings	2.05%	\$513

Example of cash needed for a \$300,000 WDU

SALES PRICE	\$300,000
2% DOWN PAYMENT	\$6,000
3% CLOSING COSTS	\$9,000
TOTAL CASH NEEDED	\$15,000

So.....SAVE, SAVE, SAVE!!!!

STEP 4: SIGN THE WDU APPLICATION



ADDITIONAL QUALIFYING FACTORS			
Check YES or NO for EVERY line (Do not leave blank).			
LIVE in Fairfax County	Yes <input type="checkbox"/> No <input type="checkbox"/>	Have ownership interest in a residence (US or abroad)	Yes <input type="checkbox"/> No <input type="checkbox"/>
WORK in Fairfax County	Yes <input type="checkbox"/> No <input type="checkbox"/>	Had ownership interest in a residence (US or abroad) in past 3 years	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fairfax County Government Employee <small>(Cities of Fairfax & Falls Church, and Towns of Vienna, Clifton & Herndon)</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Owned a home that went into foreclosure	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have a disabled dependent (NOT Head or Spouse)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Owe money to a Housing Authority? (Where: _____)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have a disability requiring a mobility accessible unit	Yes <input type="checkbox"/> No <input type="checkbox"/>	Have a Bankruptcy Discharged within past 2 years	Yes <input type="checkbox"/> No <input type="checkbox"/>
Currently own a Fairfax Co. Affordable Dwelling Unit (ADU)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Have a late payment within past 6 months	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Have an outstanding Collection or Judgement	Yes <input type="checkbox"/> No <input type="checkbox"/>

CURRENT HOUSING ASSISTANCE		DEMOGRAPHICS		RACE/ETHNICITY	
Check "YES or NO" if you CURRENTLY receive the following assistance		Check YES or NO for EVERY line (Do not leave blank).		Check all that apply to Household Head	
				Non-Hispanic	Hispanic
Housing Choice Voucher (Section 8)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Single Head of Household	Yes <input type="checkbox"/> No <input type="checkbox"/>	White	<input type="checkbox"/>
Federally Funded Public Housing (RAD)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fairfax County Public School Teacher	Yes <input type="checkbox"/> No <input type="checkbox"/>	Black	<input type="checkbox"/>
Fairfax County Rental Program (FCRP)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fairfax County Public Safety Worker <small>*Police, Fire/Rescue, Health Care serving Fairfax Co.</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Asian	<input type="checkbox"/>
Bridging Affordability	Yes <input type="checkbox"/> No <input type="checkbox"/>	Primary language spoken at home: _____		Native American	<input type="checkbox"/>
Family Self Sufficiency Program	Yes <input type="checkbox"/> No <input type="checkbox"/>			Hawaiian	<input type="checkbox"/>
				Pacific Islander	<input type="checkbox"/>

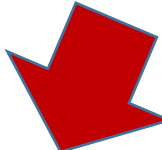
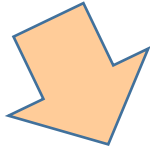
ALL FAMILY MEMBERS 18 AND OLDER MUST SIGN – PLEASE READ BEFORE SIGNING

I hereby certify under penalty of law that all of the information provided on this application form is true, complete, and correct. I understand that I am required to report any changes in household composition, income, or assets within 10 business days of the change. I also understand that any person who attempts to obtain housing assistance by making false statements, by impersonation, by failure to disclose or intentionally concealing information, or any act of assistance to such attempt is a crime punishable under federal and state law and may result in determination of ineligibility for or termination from any DHCD/FCRHA assisted housing program. I acknowledge that a false declaration is grounds for disqualification from the Homeownership Program and from the opportunity to purchase a First-Time Homebuyer or Workforce Dwelling Unit property. By signing this form, I agree to the release of my/our financial information as may be necessary to verify eligibility to participate in a homeownership opportunity and agree to the exchange of this information between the Fairfax County Department of Housing and Community Development/Fairfax County Redevelopment and Housing Authority, U.S. Department of Housing and Urban Development, Lender and Loan Servicer, and other providers of federal, state, or local assistance.

_____ APPLICANT/HEAD PRINT NAME	_____ SIGNATURE	_____ DATE
_____ CO-APPLICANT PRINT NAME	_____ SIGNATURE	_____ DATE
_____ ADULT APPLICANT PRINT NAME	_____ SIGNATURE	_____ DATE
_____ ADULT APPLICANT PRINT NAME	_____ SIGNATURE	_____ DATE
_____ ADULT APPLICANT PRINT NAME	_____ SIGNATURE	_____ DATE

CONTACT INFORMATION
_____ CELL PHONE
_____ ALTERNATE PHONE
_____ EMAIL ADDRESS
_____ ALTERNATE EMAIL

STEP 4: COPY AND ATTACH REQUIRED APPLICATION DOCUMENTS



REQUIRED DOCUMENTATION

INITIAL APPLICATION	ANNUAL RECERTIFICATION OR CHANGES	DRAWING SELECTION / IMMEDIATELY AVAILABLE PROPERTY
<input type="checkbox"/> APPLICATION FOR FTHB PROGRAM Signed by ALL FAMILY MEMBERS 18 and OLDER	<input type="checkbox"/> APPLICATION FOR FTHB PROGRAM Signed by ALL FAMILY MEMBERS 18 and OLDER	<input type="checkbox"/> APPLICATION FOR FTHB PROGRAM Signed by ALL FAMILY MEMBERS 18 and OLDER
<input type="checkbox"/> LENDER PRE-APPROVAL LETTER <ul style="list-style-type: none"> Must be on Fairfax County-provided Form Completed within past 90 days Signed by Lender AND All Adults on Deed or Loan AND their Spouses <input type="checkbox"/> COPY OF LEGAL STATUS <ul style="list-style-type: none"> Members on the deed or loan must provide documentation of citizenship or permanent legal status Other members must provide USCIS documentation that they are in the US legally <input type="checkbox"/> VHDA HOMEOWNERSHIP EDUCATION <ul style="list-style-type: none"> VHDA Certificate dated within 2 years for all members on deed or loan <input type="checkbox"/> DRIVERS LICENSE <ul style="list-style-type: none"> For Head of Household or Spouse <input type="checkbox"/> CONSENT FORM <ul style="list-style-type: none"> Signed by all members 18 and older <input type="checkbox"/> RENTAL LEASE AGREEMENT <ul style="list-style-type: none"> Copy of current rental lease agreement <p><i>*When Selected in a Drawing for a Specific Unit, Additional Documentation for <u>ALL</u> Members will be Required*</i></p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p><u>ALL</u> documents listed under INITIAL APPLICATION <u>plus</u>:</p> </div> <input type="checkbox"/> COPY OF LEGAL STATUS <ul style="list-style-type: none"> ONLY for NEW members <p><i>*When Selected in a Drawing for a Specific Unit Additional Documentation for <u>ALL</u> Members will be Required*</i></p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p><u>ALL</u> documents listed under INITIAL APPLICATION <u>plus</u>:</p> </div> <input type="checkbox"/> COMPLETED VHDA SPENDING PLAN <input type="checkbox"/> DRIVERS LICENSE <ul style="list-style-type: none"> For all members 18 and older <input type="checkbox"/> CREDIT REPORTS with CREDIT SCORES <ul style="list-style-type: none"> For all members on deed or loan Must be Triple Merge and pulled in past 90 days <input type="checkbox"/> THREE months most recent PAYSTUBS <input type="checkbox"/> BANK STATEMENTS <ul style="list-style-type: none"> Two months most recent statements <input type="checkbox"/> ALL OTHER ASSETS <ul style="list-style-type: none"> Most recent statement for all assets including, but not limited to, pensions, retirement accounts, stocks, IRAs, 401k, 457, 403B <input type="checkbox"/> FEDERAL TAX RETURN <ul style="list-style-type: none"> Most recent tax return for all members 18 and older <input type="checkbox"/> FEDERAL TAX TRANSCRIPT (www.irs.gov) <ul style="list-style-type: none"> For all members 18 and older, including non-filers <p style="text-align: center;"><u>If Applicable:</u></p> <input type="checkbox"/> DIVORCE DECREE <input type="checkbox"/> DEATH CERTIFICATE (For widowed) <input type="checkbox"/> STUDENT STATUS <ul style="list-style-type: none"> For students 18 and over with earned income, copy of current enrollment / class schedule <input type="checkbox"/> NO-INCOME AFFIDAVIT <ul style="list-style-type: none"> For members 18 and over with no income <input type="checkbox"/> Verification of work address in Fairfax County <ul style="list-style-type: none"> For applicants that do not live in Fairfax County <input type="checkbox"/> Proof of Custody for DEPENDENT not on Tax Return (Custody/School Records, or Verification of Disabled Adult) <input type="checkbox"/> Verification of need for unit with accessible features
		<p style="text-align: center;">For Down Payment Assistance Programs</p> <input type="checkbox"/> HUD COUNSELING CERTIFICATION 20



STEP 4: SUBMIT YOUR APPLICATION

Drop Box Available 24/7 at:

Fairfax County Redevelopment and Housing Authority
3700 Pender Drive, Suite 300
Fairfax, VA 22030

(Please put application and required documents in an envelope and write “Attention to Homeownership Division” on the outside of the envelope.)

Or Send by Secure FAX to 703-653-1372

You will receive email confirmation letting you know the status of your application.

STEP 5: WDU INFORMATION SESSION



Sample Passport to Homeownership



Fairfax County Affordable Homeownership Program

Passport to Homeownership

Based upon the information and documentation submitted you meet the requirements established by the Fairfax County Redevelopment and Housing Authority (FCRHA) pursuant to the Affordable Dwelling Unit Ordinance, and the Certificate Holder(s) listed are eligible to participate in Unit offerings for which they qualify.

JOHN DOE

JANE DOE

Certificate Number: T0064842

Certificate Expiration: July 01, 2021

Household Size: 4

Date Admitted: July 2020

Other Adults: 0

Household Income: At or Below 80% AMI

Youth < 18 Y/O: 2

Unit Priorities: ADU Requirements Meet
Senior 55+ Community

FTHB Purchase Limit \$

WDU Purchase Limit: \$350,000

FTHB Preferences: 1 Year in Program (1)
2 Years in Program (1)
3 Years in Program (1)

WDU Preferences: Live Or Work In FFX (1)

ADU/WDU Dependent: Minor/Disabled Dependent (1)

Eligibility for Affordable Homeownership Programs is conditional on the validity of the information above. Any changes **MUST** be submitted prior to application for a lottery or you will be disqualified. Income must not exceed Area Median Income Limit for household size at the time of settlement.

Carol Erhard

Carol Erhard, Director

Relocation and Homeownership Services, HCD

SELECTION PROCESS: PRIORITIES



A First-time homebuyer is a person who has not owned a home in the past 3 years.

OWNERSHIP PRIORITY

FIRST-TIME
HOMEBUYER
PRIORITY

FORECLOSURE

Households with a foreclosure are grouped behind those with no foreclosure history.



WDU

**WORKFORCE
DWELLING UNIT**

WDU SELECTION PROCESS

HOUSEHOLD SIZE PRIORITY

LARGEST

to

SMALLEST



WDU Preference Points

Live or Work in Fairfax County

1
point



Families with Dependent Children
OR a Disabled Dependent of any age

1
point



Current Participant in FCRHA Programs

1
point

Rental Assistance
First-Time Homebuyers Program
Housing Choice Voucher – Section 8
Fairfax County Rental Program



Fairfax County Employee or
Fairfax County Public Schools Employee

1
point



WDU HOMEOWNER RESPONSIBILITIES

When you buy an WDU, you are responsible...

Physically	Financially	Legally
		

WDU PROPERTY COVENANTS

Within the 30-year Control Period

Occupancy

Must occupy
the unit as
primary
domicile

Must certify
occupancy
annually

Financing

Refinance is
limited to
current
outstanding
principal
balance

Resale

Must first
offer unit to
County at any
resale

Must resell at
control price

WDU Sale Control Period Example

Purchase Price (as of 1/1/2010)	\$325,000
Approved Improvements	+ \$4,000
CPI Calculation* (through 6/1/2025)	<u>+\$101,189</u>
Total Resale Price	\$429,189

***Consumer Price Index (CPI) 2% Used for all years in example. CPI varies between 0% and 5% each year.**

This example is for illustrative purposes only and assumes WDU was purchased on 1/1/2010, sold on 6/1/2025, and \$4,000 in approved, allowable improvements. Actual resale price depends on CPI increases during ownership and approved allowable improvements.

WDU PROPERTY COVENANTS After the 30-Year Control Period

Occupancy

Do not have to
occupy the unit
– renting
allowed

Do not have to
certify
occupancy

Financing

Refinance
should not
encumber the
County equity
share*

Resale

Must offer unit
to County at
resale

May sell at
market value

*To preserve affordable housing, an equity share is due at the sale.

WDU EQUITY CALCULATION EXAMPLE – IN EXTENDED CONTROL PERIOD

Market Value Sales Price (2048)	\$850,000
WDU Purchase Price (2018)	-\$325,000
Total Annual CPI* (2018-2048):	-\$195,000
Approved Improvements:	- \$4,000
6% Closing Costs	<u>-\$42,000</u>
Net Equity:	\$284,000
FCRHA Share (1/2 Net Equity)	\$142,000

***Consumer Price Index (CPI) 2% Used for all years in example. CPI varies between 0% and 5% each year.**

This example is for illustrative purposes only and assumes WDU was purchased in 2018, sold in 2048, \$4,000 in approved, allowable improvements and 6% closing costs.

WDU

**WORKFORCE
DWELLING UNIT**



Down Payment Assistance (DPA) Program



Up to \$10,000 loan



Forgiven after 20%/ year
5 years



Some 80% AMI WDU
purchasers may qualify.



Unit must pass
environmental review



Eligibility at time of drawing
selection

HUD-Approved Housing Counseling Agencies

Centro de Apoyo Familiar, 703-372-5440

Cornerstones, 571-323-9555

First Home Alliance, 703-580-8838

Korean Community Service Center, 703-354-6345 x123

Latino Economic Development Ctr, 703-527-3854

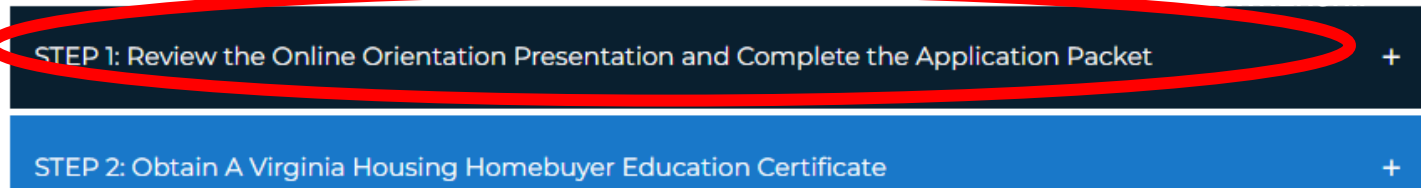
Prince William Cooperative Extension, 703-792-6287

Please Evaluate Us – Take the Survey

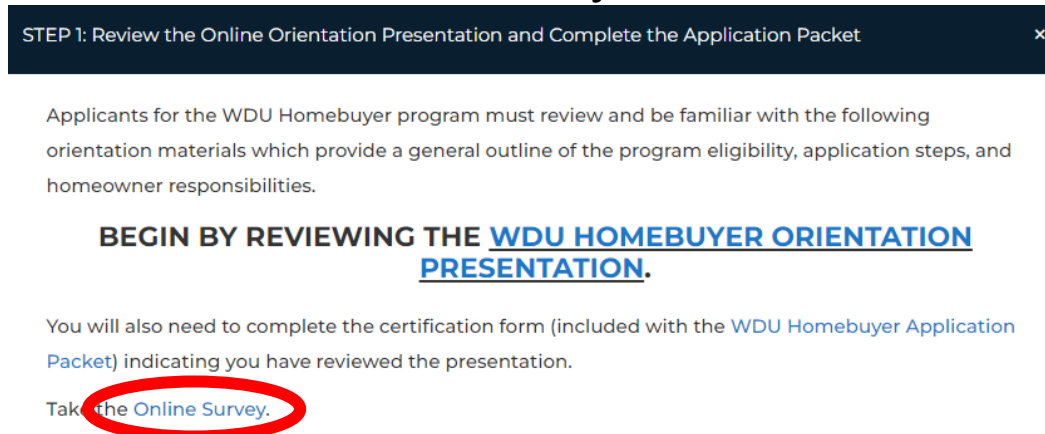
Go to our website:

www.fairfaxcounty.gov/housing/homeownership/wduhomebuyers

Click the “STEP 1: Review the Online Presentation and Complete the Application Packet” box:



Then click on the “Online Survey” link:



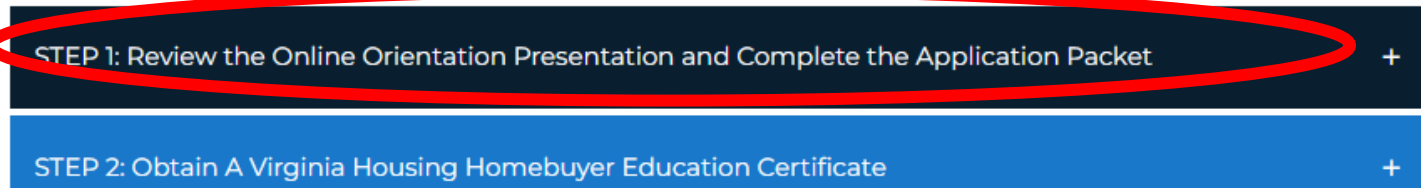
YOU WILL NEED TO WRITE DOWN THE CODE LISTED ON THIS SURVEY

Download the Application Packet

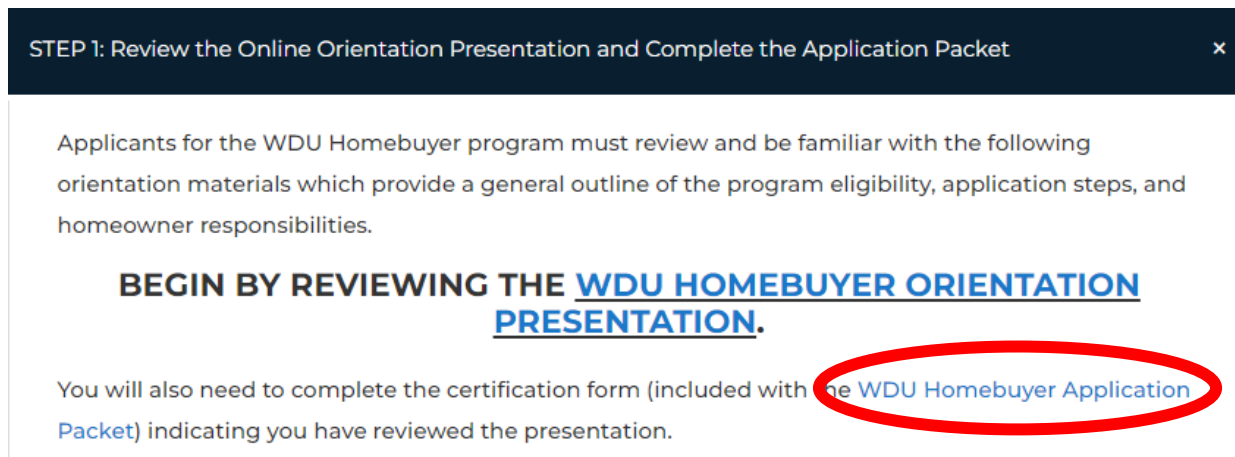
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Then click on the “WDU Homebuyer Application Packet” link:



WDU

**WORKFORCE
DWELLING UNIT**



FOR FURTHER INFORMATION

**Homeownership
3700 Pender Drive
Fairfax, VA 22030
Drop Box Available 24/7**

Webpage:

www.fairfaxcounty.gov/housing/homeownership

Email:

fthbhomeownership@fairfaxcounty.gov



Phone: 703-246-5087