



Preston  
Place

**HOMEOWNERSHIP PACKET**

For more information, contact:  
**Kim Nunnally Realty**  
**Tel: (410) 444-0791**



## **HOMEOWNERSHIP PACKET CONTENTS**

- **PROSPECTIVE BUYER LETTER**
- **HOME BUYING PROCESS FORM**
- **PRESTON PLACE QUALIFYING CHECKLIST**
- **HOME PROGRAM INCOME LIMITS**
- **PRE-APPLICATION FORM (4 PAGES)**
- **CREDIT REPORT RELEASE**
- **LIST OF HUD – APPROVED HOUSING COUNSELING CENTERS**
- **LIST OF PREFERRED LENDERS**

# KIM NUNNALLY REALTY, INC.

7425 Harford Road, Baltimore, Maryland 21234-7106  
Office: (410) 444-0791 Fax: (410) 444-0797

Dear Prospective Home Buyer:

TRF Development Partners-Oliver, LLC and Kim Nunnally Realty, Inc. wish to thank you for your interest in purchasing a new Preston Place townhome in Oliver.

To get started and/or receive additional information on the home buying process, please contact Kim Nunnally Realty, Inc. The agents at Kim Nunnally Realty will assist you with the qualification process as well as scheduling an appointment with a HUD-Approved Counselor.

A list of HUD-Approved Counseling Centers is attached for your information.

To assist you in the home buying process, we suggest that you begin gathering the information on the attached checklist. You will need this information for your HUD-Approved Counseling sessions, Contract of Sale and financing processes.

**Applications MUST contain all of the requested information to be properly processed. Incomplete applications will result in a delay. Therefore it is important that you provide ALL of the requested information as instructed. No faxed applications will be accepted.**

If you are interested in purchasing one of the Preston Place homes, please contact:

Kim Nunnally Realty, Inc.  
7425 Harford Road  
Baltimore, Maryland 21234  
Office: (410) 444-0791

Thank you again for your interest.

Very truly yours,

TRF Development Partners-Oliver, LLC

Kim Nunnally Realty, Inc.



## HOME BUYING PROCESS

1. Contact Kim Nunnally Realty, Inc.  
7425 Harford Road  
Baltimore, Maryland 21234-7106  
Office: (410) 444-0791
  - a. Buyers who meet minimum eligibility requirements will be sent a Pre- Application Packet (if Buyer does not already have packet).
  - b. Schedule an appointment with a HUD-Approved Housing Counseling Center. Enclosed is a list of Centers for your consideration.
  - c. Have Counseling Center forward a copy of the HUD-Approved Counseling Certificate to Kim Nunnally Realty, Inc. (KNR).
  - d. Apply for settlement assistance grant: Live Near Your Work, CDA, or other source, if needed and available.
  - e. Obtain pre-qualification/approval letter from lender. Enclosed is a list of preferred lenders for your consideration.
2. Submit COMPLETE Pre-Application packet to Kim Nunnally Realty, Inc. A completed Pre-Application packet includes the Pre-Application form and all applicable documents listed on the Checklist. Applications will NOT be properly processed until all required documents have been received.
3. Schedule an appointment with a KNR agent to select a home and sign an Offer to Purchase. NOTE: All Buyers must submit down payment/deposit with a signed offer.
4. This Offer to Purchase, once accepted and signed by Seller, becomes a Contract of Sale.
5. Buyer to obtain mortgage approval from lender. Seller to obtain HOME Program approval from the City of Baltimore.
6. Buyer's Interior Selections
7. Buyer's Inspection(s)
8. Settlement
9. Move into your new home!

## QUALIFYING CHECKLIST

Name of Applicant \_\_\_\_\_

Name of Co-Applicant \_\_\_\_\_

Date of Application \_\_\_\_\_

- Homeownership Counseling Certificate from HUD-Approved Counseling Center** (Counselor will forward directly to Kim Nunnally Realty, Inc. the Certificate).
- Three recent pay stubs for all employed persons in the household** (*except full-time students*)  
**Note:** (Keep future pay stubs in the event additional current pay stubs are needed)
- Most recent 1040 Income Tax Returns for last two (2) years for all wage earners**  
(*except full-time students*)
- Original entitlement letters from Social Security Administration, VA, or other pensions**
- Evidence of full-time student status for adults (over 18) and children**
- Alimony Awards** (*divorce decree*)  
(Alimony payments **received** are added to gross earned income)
- Two most recent bank statements, all pages are required.**  
**Note:** (Keep future bank statements in the event additional current bank statements are needed)
- Investment Account Statements showing dividend earnings or capital gains**
- Unemployment Compensation receipts for any household members**
- Pre-Approval letter from lender**
- Copy of Credit Report or Credit Report Release Form**
- Custody Awards** (*Court Orders or Department of Social Services Custodial agreements for children in the household for whom you are not the parent*)

Please submit all of the applicable items above to Kim Nunnally Realty, Inc. as soon as possible, so we can prepare your file for submission to the City of Baltimore for its consideration of your eligibility under the HOME Program Guidelines. **NOTE:** Any material change in household income or family composition before settlement can result in a change in eligibility and a prior approval being rescinded. **THE HOUSEHOLD MUST BE ELIGIBLE ON THE DATE OF SETTLEMENT AND THE BUYER(S) WILL SIGN A STATEMENT AT SETTLEMENT CERTIFYING THERE HAVE BEEN NO MATERIAL CHANGES IN THE INFORMATION PROVIDED ON THE APPLICATION.**

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
Co-Applicant Date

**BALTIMORE CITY  
HOME Program Income Limits  
and  
HOME Program Rents**

Effective April 1, 2010

**HOME PROGRAM INCOME LIMITS**

		<u>Annual Income</u>							
<u>Median Income</u>		1-Person	2-Persons	3-Persons	4-Persons	5-Persons	6-Persons	7-Persons	8-Persons
\$82,200	Very Low Income 31% - 50%	\$28,800	\$32,900	\$37,000	\$41,100	\$44,400	\$47,700	\$51,000	\$54,300
	HOME Program* Limit 60%	\$34,560	\$39,480	\$44,400	\$49,320	\$53,280	\$57,240	\$61,200	\$65,160
	Low Income** 80%	\$45,100	\$51,550	\$58,000	\$64,400	\$69,600	\$74,750	\$79,900	\$85,050

Monthly Income

		1-Person	2-Persons	3-Persons	4-Persons	5-Persons	6-Persons	7-Persons	8-Persons
Very Low Income 31% - 50%		\$2,400	\$2,741	\$3,083	\$3,425	\$3,700	\$3,975	\$4,250	\$4,525
HOME Program Limit*		\$2,880	\$3,290	\$3,700	\$4,110	\$4,440	\$4,770	\$5,100	\$5,430
Low Income**		\$3,758	\$4,295	\$4,833	\$5,366	\$5,800	\$6,229	\$6,658	\$7,087

**HOME PROGRAM RENTS**

	Efficiency	1-Bedrm	2-Bedrm	3-Bedrm	4-Bedrm	5-Bedrm	6-Bedrm
Low Rent Limit	\$720	\$771	\$925	\$1,068	\$1,192	\$1,316	\$1,438
High Rent Limit	\$885	\$983	\$1,182	\$1,356	\$1,494	\$1,629	\$1,765

\* Rental Limit

\*\* Homeownership Limit

## HUD-APPROVED COUNSELING CENTERS

### **Belair-Edison Neighborhoods, Inc.**

3412 Belair Road  
Baltimore, MD 21213  
Phone: 410.485.8422  
Fax: 410.485.0728  
[www.belair-edison.org](http://www.belair-edison.org)

### **Harbel Housing Partnership**

5807 Harford Road  
Baltimore, MD 21214  
Phone: 410.444.9152  
Fax: 410.444.9181  
[www.harbel.org/housingPartnership.html](http://www.harbel.org/housingPartnership.html)

### **Neighborhood Housing Services of Baltimore, Inc.**

819 Park Avenue  
Baltimore, MD 21201  
Phone: 410.327.1200  
Fax: 410.675.1855  
[www.nhsbaltimore.org](http://www.nhsbaltimore.org)

### **St. Ambrose Housing Aid Center**

321 E. 25th Street  
Baltimore, MD 21218  
Phone: 410.235.5770  
Fax: 410.366.8795  
[www.stambros.org](http://www.stambros.org)



**PRE-APPLICATION FORM**

\*\*\*PLEASE PRINT AND FILL OUT FORM COMPLETELY\*\*\*  
\*\*\*PROCESSING WILL BE DELAYED IF ALL QUESTIONS ARE NOT ANSWERED\*\*\*

How did you hear about Preston Place? Mail  Sign  Other  (Please explain): \_\_\_\_\_

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

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

Social Security #: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Marital Status: Married  Single  Divorced  Widowed  Separated

Co-Applicant Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Number to live in Household \_\_\_\_\_ Please List Other Occupants Below:

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

Social Security #: \_\_\_\_\_ Birth Date: \_\_\_\_\_

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

Social Security #: \_\_\_\_\_ Birth Date: \_\_\_\_\_

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

Social Security #: \_\_\_\_\_ Birth Date: \_\_\_\_\_

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

Social Security #: \_\_\_\_\_ Birth Date: \_\_\_\_\_

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Current Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

How long at current address? \_\_\_\_\_ Years \_\_\_\_\_ Months

Telephone #: (Daytime) \_\_\_\_\_ (Evening) \_\_\_\_\_

Are you buying, renting, or living with others? \_\_\_\_\_

Where? \_\_\_\_\_

Are you currently receiving a Section 8 voucher? Yes  No  If Yes, amount of voucher? \$ \_\_\_\_\_

Previous Address (if less than two years at your current address): \_\_\_\_\_  
\_\_\_\_\_

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

Address: \_\_\_\_\_ Date of Employment: \_\_\_\_\_

Annual/Hourly Wage: \$ \_\_\_\_\_ Hours Worked Per Week: \_\_\_\_\_

Hourly Overtime Wage: \$ \_\_\_\_\_ Overtime Hours Per Week: \_\_\_\_\_

Previous Employer (if less than two years at current job): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Other Sources of Income (Soc. Sec., SSI, pension, retirement, child support, other):

Amount: \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_

Amount: \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_

Do you own real estate? Yes  No  If Yes, please describe: \_\_\_\_\_

Do you have a savings account(s)? Yes  No

Name of Institution(s): \_\_\_\_\_

Do you have a 401K retirement account? Yes  No

Name of Institution: \_\_\_\_\_

Please list ALL CREDIT ACCOUNTS (auto loans, finance agencies, credit cards, jewelry, furniture, appliance accounts, hospital bills, student loans, etc.)

CREDITOR	ACCOUNT NUMBER	ORIGINAL BALANCE	PRESENT BALANCE	MONTHLY PAYMENT

Do you have any outstanding collections? (i.e., hospital bills, mortgages, telephone bills, etc.) Yes  No

If Yes, please explain: \_\_\_\_\_

Have you ever had any judgments filed against you? Yes  No

If Yes, what is the status? \_\_\_\_\_ \* If judgment satisfied, you must provide proof.

Have you ever co-signed a loan? Yes  No  If Yes, when? \_\_\_\_\_

Have you ever filed Bankruptcy? Yes  No  If Yes, when? \_\_\_\_\_

**To be completed by Co-Applicant, if applicable.**

Co-Applicant MUST be member of household shown above – i.e. will live in new home

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

Address: \_\_\_\_\_ Date of Employment: \_\_\_\_\_

Annual/Hourly Wage: \$ \_\_\_\_\_ Hours Worked Per Week: \_\_\_\_\_

Hourly Overtime Wage: \$ \_\_\_\_\_ Overtime Hours Per Week: \_\_\_\_\_

Previous Employer (if less than two years at current job): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Other Sources of Income (Soc. Sec., SSI, pension, retirement, child support, other):

Amount: \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_

Amount: \$ \_\_\_\_\_ per \_\_\_\_\_ Source \_\_\_\_\_

Do you own real estate? Yes  No  If Yes, please describe: \_\_\_\_\_

Do you have a savings account(s)? Yes  No

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Please list ALL CREDIT ACCOUNTS (auto loans, finance agencies, credit cards, jewelry, furniture, appliance accounts, hospital bills, student loans, etc.)

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If Yes, please explain: \_\_\_\_\_

Have you ever had any judgments filed against you? Yes  No

If Yes, what is the status? \_\_\_\_\_ \* If judgment satisfied, you must provide proof.

Have you ever co-signed a loan? Yes  No  If Yes, when? \_\_\_\_\_

Have you ever filed Bankruptcy? Yes  No  If Yes, when? \_\_\_\_\_

If accepted, you will be required to place a deposit/down payment of at least \$1,000. This deposit/down payment will be credited towards your Buyer's Contribution.

**APPLICANT CERTIFICATION: AS AN INDUCEMENT TO ENTER INTO THE AGREEMENT OF SALE, I AUTHORIZE VERIFICATION AND RELEASE TO THE SELLER AND/OR SELLER'S REPRESENTATIVES OF ANY INFORMATION CONTAINED ON THIS FINANCIAL INFORMATION SHEET AND TO OBTAIN AN INVESTIGATIVE CONSUMER REPORT INCLUDING INFORMATION AS TO MY CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS AND MODE OF LIVING, AND I RELEASE ALL CONCERNED FROM ANY LIABILITY IN CONNECTION WITH ANY INFORMATION THEY PROVIDE OR RECEIVE.**

**PURCHASERS AFFIRM THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE.**

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Applicant Signature

Date

---

Co-Applicant Signature

Date

*No Faxed Copies Will Be Accepted*

**RETURN PRE-APPLICATION AND REQUIRED DOCUMENTS TO:**

**Kim Nunnally Realty, Inc.  
7425 Harford Road  
Baltimore, Maryland 21234-7106  
(410) 444-0791**



**EQUAL HOUSING  
OPPORTUNITY**

## CREDIT REPORT RELEASE

The Undersigned hereby authorizes TRF Development Partners-Oliver, LLC to disclose pertinent information as requested below to other agencies or firms, as may be necessary, for the sole purpose of obtaining a standard credit report on the undersigned, including investigations of personal credit history, employment and other financial situations.

The Undersigned understands that the information obtained will be treated as totally confidential and that NO information on the report will be accessible to any party not directly involved.

Applicant
Name: _____
Social Security #: _____
Birth Date: _____
Current Address: _____ _____
<u>Previous Addresses for 5 Years:</u>
#1 _____ _____
#2 _____ _____
<u>Home and work Phone Number:</u>
(h) _____ (w) _____
<u>Current Employer:</u>
Name _____
Address _____ _____

Co-Applicant
Name: _____
Social Security #: _____
Birth Date: _____
Current Address: _____ _____
<u>Previous Addresses for 5 Years:</u>
#1 _____ _____
#2 _____ _____
<u>Home and work Phone Number:</u>
(h) _____ (w) _____
<u>Current Employer:</u>
Name _____
Address _____ _____

The above information is true and correct to the best of my/our knowledge.

\_\_\_\_\_  
(Applicant) (Date)

\_\_\_\_\_  
(Co-Applicant) (Date)