****Please Make Arrangements****
for Loan Documents and Check to be PICKED UP Prior to Settlement by the Realtor or Lender

OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT
2 South 2nd Street, Room 124 Harrisburg, PA 17101
(717) 780-6250 / (717) 780-6258 Fax

Disbursement Checklist
Dauphin County Affordable Housing Program
Revised 6.1.2026

Buyers First Name: _____MI: _____ Last Name: _____

Address: _____ Zip: _____ Township/Boro.: _____
(of Property being purchased)

County Loan Amount: $_____ (Enter the amount from worksheet - $6,000 maximum)

Marital Status: _____ # of Dependents: _____

Items Needed To Process Application and before Funds & Mortgage Documents can be disbursed:

- ❑ **A Completed and Signed Dauphin County Mortgage Application**
- ❑ **A Copy of Certificate From Homebuyers Workshop**
- ❑ **Dauphin County Information Release Form**
- ❑ **Commitment Letter from Lender**
- ❑ **Last Two Months Bank Statements (Assets)**
- ❑ **Copy of Sales Agreement and Addenda**
- ❑ **Copy of Last Two Pay Stubs &** ❑ **Prior Year Federal Tax Return**
  (All working Adults in the household)
- ❑ **Appraisal of Property** ❑ **Legal Description of Property**
- ❑ **Settlement Date: _____**
- ❑ **Settlement Agency:_____Attention:_____**

  Address: _____

  Phone: _____Fax: _____

Borrower:	Co-Borrower:
Current Address: Email-	Current Address: Email-
Home Phone #	Home Phone #
Work Phone #	Work Phone #
Social Security #	Social Security #

Have you been a homeowner during the past three years?

Please list the names and ages of all members of your household:
[Including above applicant(s)]

NAME	AGE

Property Address:
_____

Brief Description of Housing Units:_____

_____

a) **Purchase Price:** _____

b) **Closing Costs/Prepaid Expenses:** _____

c) **Total Acquisition Cost (a + b):** _____

Household Income Calculation:

TYPE OF INCOME	BORROWER	CO-BORROWER	OTHER
Base Pay			
Overtime/Bonus			
Commission			
Tips			
Dividends/Int.			
Self Employment (incl. deprec.)			
Pension/S.S.			
VA Benefits			
Unemployment			
Alimony/Child Support			
Car Allowance			
Other			
TOTAL			

TOTAL HOUSEHOLD INCOME:

HOUSEHOLD SIZE FROM PAGE 1:

MAXIMUM HOUSEHOLD INCOME:

HOUSEHOLD SIZE	MAXIMUM INCOME (eff. 6/1/2026)
1	$61,250.00
2	$70,000.00
3	$78,750.00
4	$87,450.00
5	$94,450.00
6	$101,450.00
7	$108,450.00
8+	$115,450.00

Note: As per Federal regulations, we are required to ask ethnic/racial data of you for this application. (Information will be confidential and is used for the sole purpose of statistical reporting.)

Race of Head of Household:

( ) White
( ) Black/African American
( ) Asian
( ) American Indian/Alaska Native
( ) Native Hawaiian/Other Pacific Islander
( ) Asian and White
( ) Black/African American and White
( ) American Indian/Alaska Native and White
( ) American Indian/Alaska Native and Black/African American
( ) Other multi-racial

Ethnicity of Head of Household:

( ) Hispanic – A person of Mexican, Cuban, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Terms such as "Latino" or "Spanish Origin" apply to this category

( ) Non-Hispanic – A person not of Mexican, Cuban, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race

ASSET CALCULATION:

1.	Purchase Price **(Maximum price of $242,000**)	**$**_____
2.	Closing Costs Including Prepaids to be paid by Borrower	**$**_____
	a.) closing costs paid by allowable source (if applicable)	**$**_____
	b.) credits or concessions from financial institution (if applicable)	**$**_____
3.	Total Closing Costs (Add a+b & subtract from closing costs, #2)	$_____
4.	Total Acquisition Costs (#1 + #3)	**$**_____
5.	PITI Payment Including Homeowners Association (HOA) FEE	**$**_____
6.	1st Mortgage Amount	**$**_____
7.	Cash Deposit Paid by Applicant	**$**_____
8.	Additional Cash Required (3% of #1 or $1,000, whichever is less minus #7)	**$**_____
9.	Verified Available Assets per 1st Mortgage	**$**_____
10.	Verified Available Assets per 1st Mortgage less $20,000. reserves (IF NEGATIVE NUMBER, INDICATE "0")	**$**_____
11.	Second or Subordinated Mortgage Needed* #4 - [#6 +#7 +#8+ #10] (Maximum limit to borrower is $6,000)	**$**_____
	*If amount requested exceeds the $6,000 limit, please indicate the source of the additional money needed to close transaction (i.e. applicants own funds, gift, or other) Source:	**$**_____

NOTE: If line 8 exceeds line 9, borrower does not have required investment and is not eligible for second or subordinated mortgage.

NOTE: First Mortgage Lender:
Show amount of Dauphin County Second or Subordinated Mortgage under other financing in details of transaction of the first mortgage document.

Any false statement made knowingly and willfully may subject the signer to penalties under Section 1001 and 1010 of Title 18 of the United States Code.

_____ _____
BORROWER DATE

_____ _____
CO-BORROWER DATE

_____ _____
APPLICATION PREPARER'S SIGNATURE DATE

_____ _____

DAUPHIN COUNTY APPROVAL
DATE

OFFICE OF COMMUNITY & ECONOMIC
DEVELOPMENT
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(717) 780-6250 / (717) 780-6258 Fax

INFORMATION RELEASE

I/We, the undersigned, do hereby give Dauphin County Department of Community and Economic Development authority to have the Realtor, Bank, Mortgage Company, or any entity associated with my first mortgage, release any documents to the Dauphin County Department of Community and Economic Development to assist them in the processing and underwriting of my/our 2nd or subordinated mortgage.

Date_____ Applicant_____

Date_____ Applicant_____

2ND MORTGAGE TERMS AND CONDITIONS

I/We, the undersigned, do hereby acknowledge and understand that if approved, this is a 0% 2nd **mortgage** with no monthly payments due during the term. The original amount of this 2nd **mortgage** **must be repaid** in full to Dauphin County upon sale of this property at any time in the future.

Date_____ Applicant_____

Date_____ Applicant_____

SINGLE FAMILY RESIDENCE

I, _____

do hereby certify that I will occupy the single family residence I am purchasing, located at

_____

_____as my principal residence.

_____ _____

Date Buyer

_____ _____

Date Buyer