

# Home Purchase Assistance Program (HPAP)

Grants are available to assist first time home buyers of private market properties (1-4 units) in the City of Rochester. This City of Rochester HPAP grant of up to \$3,000 is available for closing cost assistance to income eligible buyers. This description highlights program requirements and does not represent all regulations. **Potential grant recipients must first apply and be approved prior to submitting a purchase offer on a home.**

1. Contact City of Rochester Homebuyer Services - [Homebuyer@CityofRochester.gov](mailto:Homebuyer@CityofRochester.gov) to request a current application and instructions. Applicant must receive approval from Homebuyer Services before a purchase offer is signed (see #6 below).
2. Buyer must meet the income eligibility limit of 120% or less of Median Family Income, based on household size (see chart on application).
3. Buyer must be a first-time City homebuyer and agree to occupy the property for five years.
4. APPLICATION - Submit completed application along with copies of documentation listed. Homebuyer Services cannot accept incomplete applications.
5. Credit requirements apply but Homebuyer Services will review each application on a case by case basis.

Homebuyer Services staff will review documents and contact buyer for appointment to issue grant approval.

After Approval:

5. Unless exempted or have already attended, buyer(s) must attend pre-purchase training classes designated by the City and the additional classes that are required.
6. PURCHASE OFFER - The buyer will submit the purchase offer. It will be subject to Homebuyer Services review and approval and requires specific language, which will be discussed during approval appointment.
7. Buyer must make a minimum personal investment of \$1,500 toward down payment and closing costs (\$1,000 minimum deposit at time of purchase offer).
8. Start application for an Arms length, fixed rate mortgage loan at prevailing interest rate. Private financing is not eligible; mortgage must be at least \$25,000.
9. Sign voucher and contract prepared by City.
10. Submit mortgage commitment, Loan Estimate and Closing Cost Details for Homebuyer Services review and approval.
11. Once all documents including mortgage commitment and pre purchase education certificate are submitted and approved, funds will be requested.
12. Total typical timeline from purchase offer received by the City and closing date is 8 weeks.