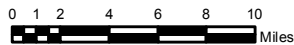


MUCKLESHOOT GIS PROGRAM
 39015 172nd Ave SE
 AUBURN, WA 98092
 Phone: (360) 876-3327
 grant.timetwa@muckleshootnnsn.us

Muckleshoot Reservation 30 Mile Radius



1 in = 8 miles

WARNING:
 There may be errors and omissions of information on this map or plan. Users of this map or plan are responsible for resolving any inconsistencies suited to their purpose pertaining to the use of this information. The Muckleshoot Indian Tribe is in no way liable for the use of this information or any inferences made from this information.

If any data is missing or incorrect, please notify the Muckleshoot GIS Program at the address or telephone number listed.



Muckleshoot Home Loan Application Checklist

Please submit the following items needed for a complete Loan application

_____ **Attend Home Buyers Education and/or Muckleshoot Money Skills for Life Classes**

_____ Loan Application: Uniform Residential form filled out, signed and dated

_____ Release of Information filled out, signed and dated

_____ Paystubs for the most recent 30-day period for all borrowers

_____ W-2's for the past 2 years for all borrowers

_____ 1099-Misc for per capita for the past 2 years

_____ Complete income tax returns for the past 2 years

_____ Complete Bank Statements with borrower's name on them for the most recent 2 months for all your checking & saving accounts for all borrowers

_____ Copy of Tribal Enrollment card: proof of enrollment for the last 5 years and Driver's License or State ID for all borrowers

_____ 401K Statement

_____ Contact information for landlord (if renting)

_____ Year to date profit and loss (income) statement and balance sheet (if self-employed)

_____ Recent Statement from Lender/Mortgage Company (Refinance only)

_____ Homeowner's Insurance: Agent name and phone number (Current Homeowners)

Please scan and e-mail completed application package to Cheryl O'Brien
Cheryl.Obrien@muckleshoot.nsn.us

Muckleshoot Home Loan General Program Requirements

- Loan Maximum:** The maximum loan available through the MHLP is based on the amount the applicant qualifies for based on the Tribal member's financial circumstances. No loan can exceed 98% of the appraised value or the purchase price of the dwelling unit or real property being purchased, whichever is less.
- Interest Rate Policy:** The interest rate on a MHLP loan will be 1.00% percent.
- Down Payment Policy:** The **minimum down payment required is two(2%) percent of the total purchase price**; a minimum down payment or Borrower contribution is **not required** for an approved Refinancing, Rehabilitation or renovation of existing home.
- Tribal Tax Fund:** Borrowers may apply unused funds from the Tribal Housing Assistance Grant towards the down payment on a home financed by the MHLP.
- Owner Occupancy:** In order to be eligible to apply for a MHLP loan, a Borrower must: (1) agree that the property that provides security for the loan will: (a) be occupied by the Borrower as his or her primary residence so long as the loan remains outstanding unless the property is subleased or assumed in accordance with MHLP policies and procedures, (b) be used to construct a dwelling unit that shall be the applicant's primary residence, if the MHLP loan is used to purchase a buildable lot, and (c) not be used as rental property so long as the loan remains outstanding unless in accordance with MHLP policies and procedures; and (2) not have outstanding more than one MHLP loan, with the exception of a Land Loan.
- Eligible Activities:** Home loans are available for the following activities within a 30-mile radius of the former Tribal Hall Chimney (located at 39105- 172nd Avenue SE, Auburn, WA 98092);
- a. Newly constructed single-family home on fee land, tribal land or individual allotted trust land.
 - b. Purchase of existing new or used stick –built or modular homes;
 - c. Refinancing of existing single-family, owner occupied dwellings, including manufactured homes purchased prior to the date of enactment of the MHLP with the assistance of a Tribal Tax Fund Grant; provided that for manufactured homes financed under the MHLP, the TDHE must be designated as the legal owner until the refinancing loan is paid in full; and further provided that the appraised value must exceed the loan amount.
 - d. Rehabilitation and renovation of existing stick-built or modular homes, with at least 10% equity in the home.
 - e. Purchase of buildable lots of real property which must be used to construct a dwelling unit to be used as the borrower's primary residence.

Home Equity loan

These funds must be used solely for rehabilitation and or renovation and the maximum loan amount of 75% of the appraised value of the home, less the balance owed on the existing mortgage.

- a. Unless the applicant has more than 20% equity in the home on current Refin or Zillow, a “before and after” appraisal must be performed. Applicant is responsible for the cost of the appraisal.
- b. A certified appraiser must determine the value of the home before the rehabilitation or renovation is commenced and determined an after improved value based on the improvements
- c. The amount available to the eligible Borrower to rehabilitate or renovate an existing home cannot exceed the value of the property once the work is completed.
- d. The borrower must submit an estimate of the cost of the work to be performed including the cost of labor and materials, prepared by a construction firm licensed to perform such work in Washington State and all applicable jurisdictions.

Land Loans

The MHLP is authorized to offer Land Loans for the sole purpose of purchase of buildable land for the construction of a new dwelling unit to be used as Borrower’s primary residence upon completion.

1. A Borrower seeking an MHLP Land Loan must complete a new loan application and meet all conditions of the MHLP loan program, including loan qualification and debt-to-income criteria at Section X and XI of these Policies and Procedures.
2. A Borrower may not have more than one MHLP Land Loan outstanding, but may be eligible for a Land Loan concurrent with an existing MHLP home loan.
3. Land purchased with funds under the Land Loan program may not be leased or sublet until loan is fully paid.
4. The term of a Land Loan may be up to 25 years.
5. One (1) month after completion of a new home constructed on land purchased using funds from an outstanding Land Loan:
 - a. Borrower must occupy the new home as Borrower’s primary residence;
 - b. All outstanding payments due under the Land Loan will become due, and the Land Loan must be fully paid or refinanced into an MHLP home loan;

6. If a Borrower has an existing MHLP Home Loan,
 - a. The combined Loan to Value (LTV) ratio of the MHLP Home Loan and Land Loan must be no greater than 98%, meaning that the total outstanding loans may not exceed 98% of the sum of (a) the available equity of the original home and (b) the value of the newly purchased land.
 - b. Any existing MHLP Home Loan must be fully paid within six (6) months after completion of the new home.
7. If Borrower fails to meet any of these conditions or defaults on loan payment obligations, MHLP may foreclose on the Land Loan and, at its option, any outstanding MHLP Home Loan.
8. MHLP may, in its sole discretion, make reasonable extensions to avoid acceleration or foreclosure.

Property Eligibility Requirements:

- a) Tribal Property: Loans for homes located or to be located on Tribal Property will be made only if such property is leased or assigned by the Tribe on terms that insure the availability of the property the term of the loan plus ten (10) years or a maximum of 25 years with an automatic option to renew for an additional 25 years, whichever is the longer.
- b) Individual Trust Property: Home loans on Trust Land owned by individual tribal members will be made only if the Borrower secures a home site lease approved by The Bureau of Indian Affairs for the term of the loan plus ten (10) years or a minimum of 25 years with an automatic option to renew for an additional 25 years, whichever is the longer.
- c) Fee Property : Loans for homes located on Fee Property must be secured by a Deed of Trust in favor of the Muckleshoot Housing Authority, recorded with the County Auditor's Office.

Borrower Eligibility and Selection:

- a) Eligible member- The applicant must be at least eighteen (18) years of age and be enrolled in the Muckleshoot Indian Tribe for a minimum of Five (5) years or enrolled with the Muckleshoot Indian Tribe and have resided within the Muckleshoot Reservation their entire life
- b) Underwriting Requirements- Applicants must meet all of the underwriting requirements defined in the MHLP Policies and Procedures
- c) Debt: Applicants cannot have any bad debt (with other creditors) or with the TDHE and other programs with the Muckleshoot Indian Tribe.
- d) Fraud: MHLP applicants cannot have committed any fraudulent act against the Tribe or the TDHE.

- e) Counseling: Applicants may be required to participate in credit counseling, attend home ownership classes and attend Money Skills For Life offered by TDHE prior to and after home purchase
- f) Sex Offender- No applicant who is a registered Sex Offender and is designated a level III or II risk by authorized agency of the State of Washington or the Muckleshoot Indian Tribe is eligible for a loan funded by the MHLP.
- g) TDHE may request information on who will be residing on the subject property.

Once your loan is approved you will have 90 days to either have a written contract for a Purchase and Sales, start the process for a Refinance, or have a contract signed with a contractor for New Home Construction. If you need an extension you will need to contact Cheryl O'Brien @ Cheryl.Obrien@muckleshoot.nsn.us a before the expiration date.

Getting Started

What you can do to help speed the processing of your Application

- Step 1:** **REVIEW THE ENCLOSED GUIDELINES** to ensure your loan Request is within acceptable guidelines.
- Step 2:** **REVIEW THE ENCLOSED APPLICATION CHECKLIST AND MAKE COPIES OF THE REQUIRED DOCUMENTS.** Photocopies of these important documents should be returned with your **Completed** and **Signed** application.
- Step 3:** **COMPLETE THE ENCLOSED UNIFORM RESIDENTIAL LOAN APPLICATION.** Make sure that all parties obligated to repay this loan **Sign** application.
- Step 4:** **RETURN YOUR COMPLETED UNIFORM RESIDENTIAL LOAN APPLICATION AND PHOTOCOPIED DOCUMENTS** as soon as possible.
- Step 5:** **Please scan and e-mail completed application package to Cheryl O'Brien @ Cheryl.Obrien@muckleshoot.nsn.us.**