



McKenzie County

Job Development Authority

Down Payment Assistance Program Application for Qualification – Existing Home

Property Information			
Property Address:			
Parcel Number:			
Purchase Price:	\$	Stick-Built <input type="checkbox"/>	Manufactured: <input type="checkbox"/>
Down Payment Assistance Amount*	\$	*Down payment assistance amount is 5% of purchase price, up to \$15,000 max	

Applicant Information	
Applicant name(s):	First: _____ Last: _____
	First: _____ Last: _____
Phone Number:	
Mailing Address:	
Email Address:	

North Dakota Lending Institution	
Name of Institution:	
Name of Representative:	
Phone Number:	
Email Address:	

Attach the Following Documents:

- Completed Purchase Agreement
- Pre-approval letter from ND lending institution (letter must indicate it is for a manufactured home mortgage, if applicable)
- Affidavit of Affixation (for manufactured homes)
- HUD Certification (for manufactured home)

If not available at time of application, this must be submitted before closing:

- Appraisal of Property

APPLICANT(S) SIGNATURE	
As the applicant, I certify that all information given within this application and checklist is correct to the best of my knowledge. I understand that if approved for the program, inspections will be required to be performed during construction in order to verify the completion of the required items detailed within the checklist. I also understand that applications for this program are reviewed on a first-come-first-served basis and understand that by submitting this application there is no guarantee of approval as a participant of the program. Approved participants will be awarded the Down Payment Assistance funding until the allotted program funds have been depleted.	
Applicant Signature:	Date:
Applicant Signature:	Date:

Return completed application to chartel@co.mckenzie.nd.us

NOTE: COMPLETED APPLICATIONS MAY BE SUBJECT TO OPEN RECORDS REQUESTS.