



McKenzie County

Job Development Authority

Down Payment Assistance Program Application for Qualification – Newly Constructed Home

Property Information

Property Address:			
Parcel Number:			
General Contractor's Name:			
General Contractor's Phone #:			
General Contractor's Address:			
Purchase Price:	\$	Stick-Built <input type="checkbox"/>	Manufactured <input type="checkbox"/>
Down Payment Assistance Amount*	\$	*Down payment assistance amount is 10% of purchase price, up to \$40,000 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)
- 911 Address certification (provided by McKenzie County GIS – to obtain email gisdept@co.mckenzie.nd.us)
- Building Permit Application
- Building Permit

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

- ***Appraisal of Property***
- ***Affidavit of Affixation (for manufactured home)***
- ***Certificate of Occupancy***

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.

Please use this page for those houses that are currently under a construction loan and will be converting to permanent finance without an updated purchase agreement that includes the total cost of it.

Additional Information	
Cost of Building Unit:	
Cost of Construction:	
Cost of Lot:	
Total Cost of Home:	
Date anticipated for permanent financing:	

(Please include all receipts/documentation for how those costs were determined)