



Homeownership Set-aside Program (HSP) Household Eligibility Questionnaire

For questions regarding HSP eligibility, contact Housing and Community Development (HCD) at hsp@fhlbtopeka.com or 866.571.8155.

Complete this questionnaire to assist you in determining a household’s eligibility for the HSP. For additional information, refer to the AHP Implementation Plan and HSP User Guide. HCD will make the final determination of the household's eligibility.

Household: Includes ALL individuals who currently, or will, occupy the house or residence, including minor children.

Eligibility for HSP subsidy should be determined at the time of reservation submission, not home loan pre-approval.*

Head of Household Information:

Name:	DOB:	Age:	Income Earner?
Marital Status:			

All Additional Household Members (including minors):

Name:	DOB:	Age:	Income Earner?
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**All household members over 18, with no income source, must complete and sign an FHLBank AHP/HSP Zero Income Certification.*

Ask all household members if they receive income from any of the following sources**:

- Wages and salaries (including overtime, commissions, fees, tips, bonuses, differential pay, housing allowances, and other compensation including health insurance benefits)
- Income from seasonal and/or non-traditional employment
- Self-employment and/or rental Income
- Alimony and/or child support payments
- Payments received for the care of foster children or foster adults
- Unemployment and/or disability compensation, workers’ compensation, and/or severance pay
- The full, gross amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability and/or death benefits, or other periodic receipts
- Public assistance payments, excluding SNAP (food stamps)
- Lottery or gambling winnings paid in periodic or lump sum payments
- Salaries received from a family-owned business

****This list is examples of the most common income sources and is not exhaustive.**

The response to all the following statements below should be “True.” Do NOT submit a reservation if one or more of the responses is “False “. Contact HCD if you are unsure of the correct response to a question.

Non-occupying co-borrowers and non-occupying co-owners are prohibited.

No non-occupying co-borrowers or non-occupying co-owners are associated with the first mortgage.

True ___ False ___

Co-borrower: Individual(s) included on the deed, mortgage/deed of trust and promissory note for a property in conjunction with another individual(s) and is liable for repayment of debt secure by the mortgage/deed of trust.

Co-owner: Individual(s) included on the deed and/or mortgage/deed of trust for a property in conjunction with another individual(s).

One household member, not a minor child, must qualify as a first-time homebuyer.

At least one household member is a first-time homebuyer as defined by FHLBank Topeka. True ___ False ___

First-time Homebuyer: At least one household member, not a minor child, who does not own and is not an investor in another residence, and who wishes to purchase a home that will be his/her primary residence. In addition, the homebuyer must meet any one of the following criteria:

1. Have had no ownership in a residence during the prior three-year period ending on the date of purchase of the property;
2. Is divorced but has only owned a residence with a former spouse;
3. Have only owned a residence not permanently affixed to a permanent foundation in accordance with applicable Regulations;
4. Has only owned a property that was not in compliance with State, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure; or
5. Is a household displaced as a result of a Federally Declared Disaster (as designated by FEMA) within 24 months of the reservation date.

The homebuyer will not receive **any** cash back at closing. True ___ False ___

The homebuyer will contribute at least \$500.00 toward down payment, closing costs, or costs paid before closing (PBCs). True ___ False ___

The HSP subsidy will not be used for repayment of other debt as part of the home purchase. True ___ False ___

The HSP subsidy will not be used to pay for homebuyer education/counseling costs (if any) associated with this homebuyer that are paid by another funding source. True ___ False ___

The HSP subsidy will not be used to refinance an existing loan. True ___ False ___

The first mortgage loan will not close prior to a status of “Reservation Request Eligible.” True ___ False ___

The head of household will not receive HSP subsidy in combination with current, unexpired, or unreleased FHLBank AHP or HSP assistance unless the unit is being assisted with a permanent mortgage loan funded by an AHP subsidized advance. True ___ False ___

The first mortgage interest rate will be at or below the FHLBank maximum interest rate in effect as of the date of closing. True ___ False ___

The lender fees and discount points for all mortgages will be at or below FHLBank’s maximum in effect as of the date of closing. True ___ False ___

Processing fees will not be charged by any entity for providing the HSP subsidy to a household. True ___ False ___