

## **ADU PURCHASE PROGRAM PRE-SCREENING**

**The answers to the screening questions below will determine if you are eligible for the ADU Purchase Program. Spouses must apply as Applicant and Co-Applicant. Household members appearing on the loan must have permanent residency in the United States (2-Year Green Cards are not accepted). Other household members must provide one form of identification.**

### **1. Income and Family Size (Fill out A, B, & C)**

A. Applicant Name: \_\_\_\_\_

B. Family Size: \_\_\_\_\_ (Includes adults and children who will be living in the home to be purchased.)

C. Total Annual Gross Income From All Sources: \_\_\_\_\_

(Income includes full-time, part-time jobs, overtime, shift differentials, child support, alimony etc.) Please be advised that you will be required to document all sources of income at application with a Verification of Employment Form, paystubs, proof of receipt of child support and stipend/allowance, if received, for the most recent three months and documentation of any other income received. Household members (except applicant and co-applicant) 18 years and older who are full-time students (12 credits or more) will not include their income since income for full-time students is not counted for the ADU Purchase Program. If you are self-employed, please see the supplemental "Required Documentation for Persons who are Self-Employed" form for how to calculate annual income.

The Chart below indicates Family Size across the top of the chart and the minimum (30%) and the maximum (70%) income guidelines along the side of the chart. For example, if you are a three-person household, you must earn at least \$41,850 (30%) but not more than \$97,500 (70%).

**(HUD Effective April 1, 2024)**

<b>% of Median Income</b>	<b>1 Person Household</b>	<b>2 Person Household</b>	<b>3 Person Household</b>	<b>4 Person Household</b>	<b>5 Person Household</b>	<b>6 Person Household</b>	<b>7 Person Household</b>	<b>8 Person Household</b>
<b>30%</b>	\$32,550	\$37,200	\$41,850	\$46,450	\$50,200	\$53,900	\$57,600	\$61,350
<b>70%</b>	\$75,850	\$86,650	\$97,500	\$108,300	\$117,000	\$125,650	\$134,300	\$143,000

Attention: If you are not income-eligible based upon family size according to the chart above, do not proceed further. You are not eligible for the ADU Purchase Program.

### **2. Do those members of the household appearing on the loan have Legal Presence? Do all other household members have one form of identification? (Circle One) Yes or No**

The following is a list of accepted documents (see supplemental Identification List for details):

**One of the following:**

- U.S. Passport or U.S. Passport Card;
- Copy of a birth certificate issued by a State, County, Municipal authority or territory of the U.S. bearing an official seal;
- Permanent Resident Card or “Green Card” (10-Year Green Card only is acceptable; 2-Year Green Cards are not accepted as part of the ADU Purchase Program);
- Form N-550, Certificate of Naturalization from the Department of Homeland Security

**AND**

**One of the following:**

- Driver’s license or ID card issued with a photograph issued by a State;
- School ID card with a photograph;
- Voter Registration Card;
- U.S. Military Card or Draft Record.

You will be required to document your identification at application.

Attention: If you answered “NO” to the question above, do not proceed further. You are not eligible for the ADU Purchase Program.

**3. Homeownership: Do you currently own a home anywhere? (Circle One) Yes or No**

Attention: If you answered “Yes” to the question above, do not proceed further. You are not eligible for the ADU Purchase Program.

**4. Have you owned a home anywhere in the last 3 years? (Circle One) Yes or No**

If yes, then you must be divorced or widowed and no longer have legal rights (property must be sold or deeded to former spouse) or monetary (mortgage) interest in the property.

If you are not divorced or widowed and/or you have interest in a property, you are not eligible for the ADU Purchase Program. Do not proceed further.

**5. Marital Status (Circle One) - Never Married, Married, Separated, Divorced, Widow. For separated or divorced applicants, you will be required to document your marital status.**

**6. Obtain a mortgage loan pre-approval letter from a lender. Indicate the lender’s name and the dollar amount of the pre-approval.**

**\* Print Pre-Screen Form and submit with Application Paperwork.**

**\*\* Attention: If you believe you are program eligible based upon your answers to the questions above, print the ADU Program Checklist and gather all of the paperwork on this checklist prior to completing the on-line application. You will need all of the paperwork on the ADU Program Checklist to complete the on-line application.**

If you require a reasonable accommodation for any type of disability or need language assistance in order to participate in Department of Housing & Community Development programs, please contact [housing@loudoun.gov](mailto:housing@loudoun.gov) or (703)737-8323/TTY-711). Three business days advance notice is requested.