

# Cottonwood Homeownership Program

Up to \$40,000 in Downpayment Assistance



## Purpose of CHP

The intent of CHP is to provide financial assistance and homebuyer counseling to low-to-moderate income households that are employed within the City of Cottonwood and working towards the purchase of a home within the Verde Valley area, as defined by approved zip code. CHP aims to increase the homeownership rate especially among workforce households, and to revitalize and stabilize communities. CHP aims to serve households that do not have sufficient cash to purchase a home but are otherwise mortgage eligible based on credit & employment. CHP will help first-time homebuyers with down payment and/or closing cost assistance.



## Eligibility

- To qualify, total household income must not exceed 150% of the area median income (AMI).
- Completion of one-on-one Homebuyer Counseling and online Homebuyer Education.
- Buyer must be employed by an employer within the City of Cottonwood & meet employment eligibility requirements.
- Home must be located within eligible Verde Valley limits as defined by pre-approved zip codes.
- Verification of homebuyer contribution 30 days prior to close of escrow.
- Close of escrow must be scheduled to allow sufficient time for Housing Solutions to verify eligibility, review first mortgage for affordability and request funds (typically 30-45 days).



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## Program Overview

- CHP is for employees who are employed within the geographic area of the City of Cottonwood.
- Homebuyers utilizing CHP must not have owned a home in Yavapai or Coconino County in most recent three years.
- Funds are allocated on a first-come, first-serve basis, based on readiness to purchase & client need.
- CHP program goal is to increase workforce stability within Cottonwood through increased affordable homeownership opportunities.
- Home must be purchased in approved geographic area, based on zip code. Purchase in the following zip codes is allowed: 86322, 86324, 86325, 86326, 86331, 86335, 86336, 86351.
- Household eligibility must be determined by Housing Solutions' counselors prior to entering into a purchase contract, as a 45-60 day close of escrow is required.



## 2024 Area Median Income Limits

Family Size	1	2	3	4	5
150% AMI (Tier 1 Limits)	\$87,150	\$99,600	\$112,050	\$124,500	\$134,550



## Assistance Details

### Amount of Assistance

- CHP funds pre provided as matching funds based on income tiers and client contribution.
- Home price may not exceed 1.3 times the median home price for the area.
- CHP provides a 4 to 1 match in down payment/closing cost assistance. Up to \$40,000 per household is available for households earning under 150% AMI, based on household size.
- Housing ratio for homebuyers must be between 25-35% of gross monthly income, unless lender or other program requirements have lower housing ratio guidelines. Debt-to-Income ratio cannot exceed 45% of gross monthly income.
- Buyers must demonstrate “need for assistance” – liquid assets of buyer cannot exceed 6 months of PITI payments (does not include retirement assets).

### Repayment of Assistance

- CHP assistance is a loan that is secured against the property in second position behind first mortgage (may subordinate behind another approved assistance program).
- CHP assistance is NEVER forgiven and is repaid when: (1) employment within City of Cottonwood is separated within five (5) year retention period, (2) home is sold, (3) home is refinanced for cash-out, or (4) home is not owner-occupied.
- CHP is repaid based on an equity-share model. The borrower will pay back the greater of (1) the amount borrowed, or (2) a percentage of the sales price that is determined based on the amount of original assistance provided, divided by the original purchase price of the home.

## How to Apply

- 1 Call (928) 214-7456 or email [angelak@housingnaz.org](mailto:angelak@housingnaz.org) to request an application packet
- 2 Complete Application Packet
- 3 Schedule appointment with housing counselor to explain program details and process
- 4 Gather and submit documents to determine eligibility



## Contact Us

If you have questions, please give us a call or email Angela Koder, Housing Program Manager.

### Phone

(928) 214-7456  
711 (Relay service for hearing impaired)

### Email

[angelak@housingnaz.org](mailto:angelak@housingnaz.org)

### Physical Address

1500 E Cedar Ave Ste 86  
Flagstaff, AZ 86004

### Mailing Address

PO Box 30134  
Flagstaff, AZ 86003

Persons requiring language, hearing, visual, mobility, or other accommodations may contact Housing Solutions of Northern Arizona at (928) 214-7456 or TDD 711 to make special arrangements for services.

Housing Solutions does not discriminate on the basis of race, color, religion, sex, national origin, handicap or familial status in employment or program services. Special accommodations will be made for the physically challenged, upon notification.

