

**CITY OF POMPANO BEACH  
OFFICE OF HOUSING AND URBAN IMPROVEMENT  
FIRST TIME HOMEBUYER / PURCHASE ASSISTANCE INQUIRY FORM**

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Thank you for your interest in the City of Pompano Beach's First-Time Homebuyer/Purchase Assistance Program. Due to the high volume of inquiries, we must prioritize applicants who are ready to move forward with the homebuying process. Due to time constraints, we cannot accept applications for every inquiry; therefore, we require pre-approval documentation to expedite review for mortgage-ready buyers.

Individuals must be U.S. citizens or non-citizens with eligible permanent immigration status (as verified through the SAVE system/Department of Homeland Security) in order to qualify for assistance under this program.

**Please note: The following documents are required and must be attached when submitting this form. Incomplete inquiries will not be reviewed.**

**REQUIRED ATTACHMENTS:**

1. Homebuyer Education Class Certificate (8-Hour Class - must be HUD-certified)
  2. DU (Desktop Underwriter) Findings
  3. Mortgage Approval Letter
  4. Executed Purchase Contract
  5. Credit Report (Minimum score of 640 required)
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**APPLICANT INFORMATION**

**Applicant Name:** \_\_\_\_\_  
**Co-Applicant Name (if applicable):** \_\_\_\_\_  
**Current Address:** \_\_\_\_\_  
**Potential Property Address (if applicable):** \_\_\_\_\_  
**Best Contact Number:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Number of People in Household:** \_\_\_\_\_  
**Race:** \_\_\_\_\_  
**Ethnicity (Hispanic/Non-Hispanic):** \_\_\_\_\_  
**Female Head of Household (Yes/No):** \_\_\_\_\_  
**Disabled (Yes/No):** \_\_\_\_\_  
**Veteran (Yes/No):** \_\_\_\_\_

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**LENDER INFORMATION**

**Lender Name:** \_\_\_\_\_  
**Loan Officer Name:** \_\_\_\_\_  
**Loan Officer Contact Information:** \_\_\_\_\_  
**Approval Letter Amount:** \$ \_\_\_\_\_  
**DU Findings Attached:**  Yes  No

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## REAL ESTATE INFORMATION

Realtor Name: \_\_\_\_\_

Realtor Contact Info: \_\_\_\_\_

Executed Purchase Contract Attached:  Yes  No

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## HOMEBUYER EDUCATION

Homebuyer 8 Hour Class Certificate Completed:  Yes  No

If Yes, Certificate Attached:  Yes  No

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## FINANCIAL INFORMATION

Total Combined Gross Household Income: \$ \_\_\_\_\_

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## 2025 MAXIMUM INCOME LIMITS PER HOUSEHOLD SIZE

*(Effective 04/01/2025)*

### Household Size Very-Low (50%) Low (80%)

1	\$40,350	\$64,550
2	\$46,100	\$73,800
3	\$51,850	\$83,000
4	\$57,650	\$92,200
5	\$62,250	\$99,600
6	\$66,900	\$107,000
7	\$71,500	\$114,350
8	\$76,100	\$121,750

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## SUBMISSION INSTRUCTIONS:

Please submit your completed inquiry form with all five required documents attached to:

**Office of Housing and Urban Improvement**

Email: [OHUI@copbfl.com](mailto:OHUI@copbfl.com) or [JoAnn.Martin-Onesky@copbfl.com](mailto:JoAnn.Martin-Onesky@copbfl.com)

Subject Line: **FTHB Inquiry – [Applicant Last Name]**

**Incomplete submissions will not be reviewed.**