



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

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. Time constraints do not permit us to accept applications for every inquiry; therefore, we require pre-approval documentation to expedite review for buyers who are mortgage-ready.

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 (must be HUD-certified)
2. DU (Desktop Underwriter) Findings
3. Mortgage Approval Letter
4. Executed Purchase Contract
5. Credit Report

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: _____

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

HOMEBUYER EDUCATION

Homebuyer Class Certificate Completed: ☐ Yes ☐ No

If Yes, Certificate Attached: ☐ Yes ☐ No

FINANCIAL INFORMATION

Total Combined Gross Household Income: \$ _____

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

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 or JoAnn.Martin-Onesky@copbfl.com

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

Incomplete submissions will not be reviewed.