

Instructions: Use this worksheet to document your good faith effort to verify a borrower’s eligibility.

Borrower First Name	MI	Last Name	Co-Borrower First Name	MI	Last Name
Property Address	Property City		State		Date Worksheet Prepared

- To be eligible for DPL Plus, borrowers must meet:
- a) Deferred Payment Loan Program guidelines; and
 - b) Two of four targeting criteria

Targeting Criteria	Notes & Instructions																
<input type="checkbox"/> Household of four or more people	Use Household Size Statement to document if desired																
<input type="checkbox"/> A household member with a disability	See Start Up Program Manual for definition.																
<input type="checkbox"/> Front-end ratio of 28% or higher	<ul style="list-style-type: none"> Calculate with all DPA Funds Do not include non-occupant co-signer income <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <tr><td style="width:10%;">\$</td><td>P & I*</td></tr> <tr><td>\$</td><td>Homeowners Insurance</td></tr> <tr><td>\$</td><td>Mortgage Insurance*</td></tr> <tr><td>\$</td><td>Property Tax</td></tr> <tr><td>\$</td><td>Association Fee</td></tr> <tr><td>\$</td><td>Monthly Housing Expenses</td></tr> <tr><td>\$</td><td>Borrower Monthly Qualifying Income</td></tr> <tr><td></td><td>Front-End Ratio</td></tr> </table> <p><small>* If DPA funds are being used to reduce the first mortgage loan amount, make sure the P&I field and Mortgage Insurance field on this worksheet reflect the reduced first mortgage amount</small></p>	\$	P & I*	\$	Homeowners Insurance	\$	Mortgage Insurance*	\$	Property Tax	\$	Association Fee	\$	Monthly Housing Expenses	\$	Borrower Monthly Qualifying Income		Front-End Ratio
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	Front-End Ratio																
<input type="checkbox"/> Sole Head of Household with at least one Eligible Dependent Residing in the household <ul style="list-style-type: none"> Must meet criteria for “Sole Head of Household” and “Eligible dependents” (see right) NOTE: Do not use the IRS definition of “head of household” 	<input type="checkbox"/> Sole Head of Household: Household includes only one adult that is not an Eligible Dependent AND Eligible Dependent(s) is/are (select at least one): <ul style="list-style-type: none"> <input type="checkbox"/> Under 18 <input type="checkbox"/> A household member with a disability <input type="checkbox"/> Age 62 or older 																

Refer to the [Start Up Program Manual](#) and the [Downpayment and Closing Cost Loan Comparison Chart](#) for guidelines. Borrowers should only use the DPL Plus option if they need more assistance than is available with the standard Deferred Payment Loan. Contact the PST for clarification to these guidelines.

Print Name of Preparer	Title of Worksheet Preparer
Signature of Worksheet Preparer	Date

Minnesota Housing realizes an estimate of front-end ratio may change in underwriting. As long as the Lender makes a good faith effort to identify costs at point of origination and factor in all downpayment loans and grants, we allow reasonable changes to the front-end ratio if the ratio documented on this worksheet is different than the final ratio calculated during underwriting. The Lender must provide an explanation if the variance between ratios is large or the Borrower’s eligibility is a concern.

