



**CITY OF SAN MARCOS
 HOMEBUYER RESIDENCY INCENTIVE PROGRAM
 TEXAS STATE UNIVERSITY PROFESSORS**

APPLICATION & ELIGIBILITY VERIFICATION FORM

APPLICANT INFORMATION	
University Professor (Legal Name)	
Co-Applicant (Legal Name)	
Current Address	
Daytime Phone Number(s)	
E-Mail Address	
Title	
Department	
Number of Persons to reside in Household	
Total Household Income (all adults)	

PROPERTY TO BE PURCHASED (MUST BE IN SAN MARCOS CITY LIMITS)	
Property Address Street Address	
Hays Co Appraisal District Property ID # (If known)	R-
Location in Flood Zone	YES ___ NO ___ (MUST BE ELEVATED IF IN 100-YR FLOODPLAIN)
LOAN CLOSING DATE	

ADDITIONAL DOCUMENTS REQUIRED TO SUBMIT:

- Copy of Driver License or other photo ID
- Loan Estimate or Letter of Funding Approval from Mortgage Lender
- Executed Contract for Purchase of Real Property

	MORTGAGE LENDER	TITLE COMPANY
Business Name		
Contact Name		
Phone Number		
E-Mail Address		

APPLICANT CERTIFICATIONS

I certify that:

1. I have not owned a single-family residence within the San Marcos city limits during the last thirty-six (36) months.
2. I understand that the form of program incentive to be provided is a \$5,000 zero-interest loan that will be forgiven at a rate of twenty percent (20%) per year for each full year that I maintain program eligibility. If I maintain program eligibility for a full five years following closing date, 100% of my loan balance will be forgiven and the lien will be released by the City.
3. I understand that by accepting the Homebuyer Incentive I am agreeing to the following eligibility criteria:
 - I will reside in this home as my primary residence for a minimum period of five years, as evidenced by maintaining a homestead property tax exemption on the property.
 - I will remain employed by Texas State University in an eligible capacity.
 - I will maintain hazard insurance on the property at all times.
 - I will occupy the home in compliance with the City’s Code SMTX.
 - I will abide by all terms of the program guidelines and the promissory note and deed of trust executed in connection with the loan.
4. I understand that if I sell or move out of the home or fail to comply with any other loan terms during the 5-year eligibility period I will be in default and required to pay the unforgiven balance.
5. I understand that I am responsible for selecting an eligible home and for obtaining financing for the primary loan. I will provide the City with a copy of the lender’s Loan Estimate for the loan.
6. I understand that funding for this incentive program is limited and loans will be provided on a first-come/first-serve basis. My position in line to receive funding will be established on the date that all required documents are received by the City.

Signed:

Applicant

Date _____

Co-Applicant

Date _____

APPLICANT MUST OBTAIN VERIFICATION OF EMPLOYMENT ELIGIBILITY FROM:

**Office of the Provost
Faculty and Academic Resources
601 University Drive
JCK, Suite 1015**

EMPLOYMENT ELIGIBILITY VERIFICATION	
University Professor (Legal Name)	
Department	
<i>As a representative of Texas State University, I certify that the named applicant is employed full-time in one of the following capacities: (check appropriate category)</i>	
<input type="checkbox"/> Tenured Professor	
<input type="checkbox"/> Tenure-Line Professor	
<input type="checkbox"/> Research Professor	
REPRESENTATIVE SIGNATURE:	
DATE:	

SUBMIT THE COMPLETED APPLICATION AND ALL REQUIRED DOCUMENTS LISTED ON PAGE 1 TO:

**CITY OF SAN MARCOS – PLANNING DEPARTMENT
630 E. HOPKINS
SAN MARCOS, TX 78666**

FOR QUESTIONS, CALL (512) 393-8224

DATE RECEIVED BY CITY PLANNING DEPARTMENT: _____



The City of San Marcos promotes Equal Housing Opportunities in accordance with the Federal Fair Housing Act. FAIR HOUSING is the Law. Individuals who refuse to rent or sell homes to people based on race, color, national origin, religion, sex, familial status, or disability are violating federal law.