

CITY OF SOUTH BEND

HUD HOUSING

COUNSELING AGENCY



HUD HOUSING COUNSELING AGENCY

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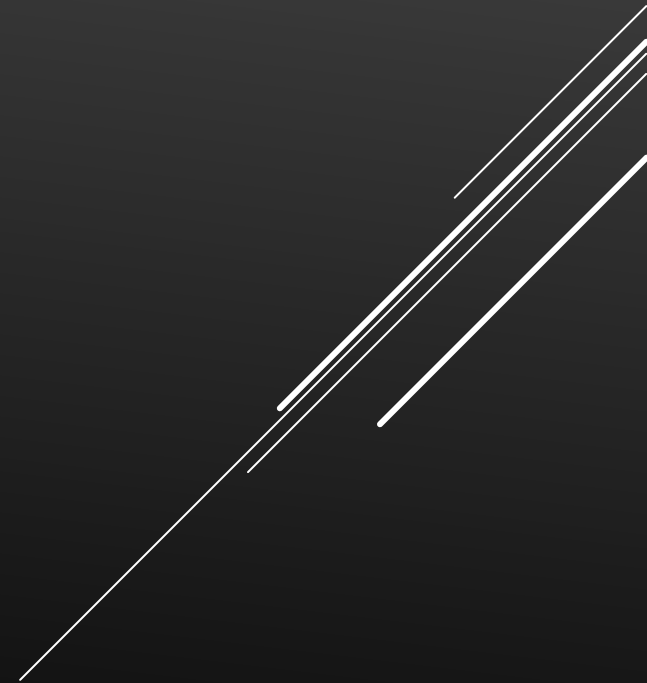
ADMINISTRATIVE ASSISTANT: VACANT

Location:

County City Building

227 W. Jefferson Blvd. 14<sup>th</sup> Floor

South Bend, Indiana 46601



# WHAT IS A HUD HOUSING COUNSELING AGENCY?

- ▶ HUD stands for the Department of Housing and Urban Development. It's a government agency that helps people get and maintain quality affordable housing.
- ▶ HUD Housing Counseling agencies help clients with prepurchase counseling, rental counseling, default/foreclosure prevention or assistance, credit counseling and reverse mortgage counseling. Services vary per agency.
- ▶ A HUD-approved housing counselor is equipped to help you understand and evaluate your housing options.

# HOW MUCH DOES THIS SERVICE COST?

Counseling agencies participating in HUD's Housing Counseling Program **are permitted to charge reasonable and customary fees** for some housing counseling and education services, including pre-purchase, reverse mortgage, rental, and non-delinquency post-purchase counseling services provided certain conditions are met:

- Agencies must provide counseling without charge to persons who demonstrate they cannot afford the fees
- Agencies must inform clients of the fee structure in advance of providing services
- Fees must be commensurate with the level of services provided.

Housing Counseling Program **are not permitted to charge** consumers for foreclosure prevention counseling or homeless counseling.

- ▶ ALL counseling services provided by the City of South Bend's HUD Housing Counseling Agency are free of charge.

# WHAT IS A HUD APPROVED HOUSING COUNSELOR, AND HOW CAN THEY HELP ME?

A HUD-approved housing counselor is trained and certified to help you assess your financial situation, evaluate options if you are having trouble paying your mortgage loan, and make a plan to get you help with your mortgage.

HUD-approved housing counselors provide foreclosure prevention counseling free of charge. They can also help you talk to your mortgage servicer and understand any options your servicer has offered.

A HUD-approved housing counselor can also help you learn about the homebuying process.

HOW DO I FIND AN AGENCY?  
INTERACTIVE US MAP AT  
[HTTPS://APPS.HUD.GOV/OFFICE  
S/HSG/SFH/HCC/HCS.CFM](https://apps.hud.gov/office/s/hsg/sfh/hcc/hcs.cfm)

OR


BY CALLING THE HUDS  
INTERACTIVE VOICE SYSTEM AT  
**(800) 569-4287**

Or by calling the  
City of South Bend  
HUD Housing Counseling  
Agency at  
574-235-9475





## Services that may be offered by a HUD Housing Counseling Agency:

- ▶ Pre-purchase Counseling
  - ▶ Pre-Purchase Homebuyer Education Workshops
  - ▶ Financial Management/Budget Counseling
  - ▶ Financial, Budgeting, and Credit Workshops
  - ▶ Mortgage Delinquency and Default Resolution Counseling
  - ▶ Predatory Lending Education Workshops
  - ▶ Non Delinquency Post Purchase Workshops
  - ▶ Services for Homeless Counseling
  - ▶ Rental Housing Counseling
  - ▶ Rental Housing Workshops
  - ▶ Reverse Mortgage Counseling
  - ▶ Home Improvement and Rehabilitation Counseling
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COUNSELING  
SERVICES  
OFFERED BY  
SOUTH BEND  
AGENCY:

- ▶ Prepurchase housing counseling
  - Financial Management and Budgeting session
  - Homebuyer Education Workshop
- ▶ Default Counseling/Foreclosure Prevention
- ▶ Credit Counseling
- ▶ Post Purchase Education Workshops (in conjunction with the CHC Down Payment Assistance program)

All services have an application process which consists of an application, and a list of supporting documents that vary depending on the type of service.

Standard Items needed:

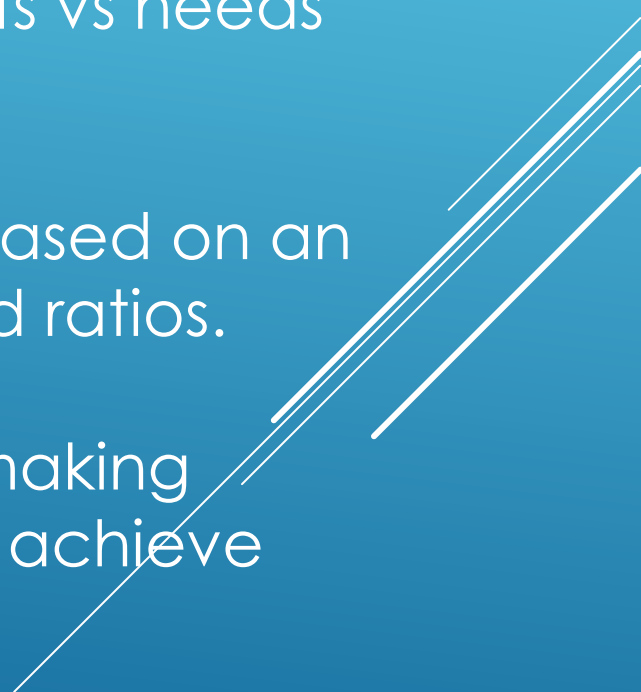
1. Completed application
2. Copy of Drivers license or Identification
3. 2 months of most recent bank statements
4. 30 days of pay checks stubs or proof of income

Additional Items may include:


5. Mortgage Statement
6. HOA bill
7. Child Support printout
8. Court summons

Plus other items based on the individual situation

# Prepurchase Housing Counseling Financial Management and Budgeting Session

1. Create a realistic household budget
    - a. calculate household income based off paystubs, award letters, profit and loss statement etc.
    - b. calculate expenses using bank statements using a wants vs needs approach with a focus on saving money.
  2. Create financial analysis for a future mortgage payment based on an affordable mortgage plan utilizing their front and back-end ratios.
  3. Go over the 4 C's of lending and the clients credit report making recommendations for improvement and a plan on how to achieve the goal of homeownership.
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# Prepurchase Housing Counseling Homebuyer Education Workshop

1. Fair Housing Act
  2. 4 C's of Lending
  3. Types of Loans and Qualifications
  4. Steps in Buying a Home
  5. Home Maintenance
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Settlement Conference: Assist client in requesting a pre foreclosure settlement conference and accompany them to the court hearing and/or conference if able too.



Loan modification: assist client in requesting and completing the loan modification paperwork, send to the lender on behalf of the client, communicate with lender to achieve a workout for the client.



Financial Management: Work with the client to establish a household budget and make recommendations for improvement.



Indiana Homeowner Assistance Fund: Evaluate and work with qualified clients to submit an application with the IHAF program to provide mortgage payment assistance.

## DEFAULT COUNSELING AND FORECLOSURE PREVENTION

# Credit Counseling



# Post Purchase Education Workshops



- ▶ These workshops are for new homeowners that purchased homes through the Community Homebuyers Corporation down payment assistance program.
- ▶ They are held once a month and feature a presenter on a topic related to new homeownership – such as Building Permits & Zoning, available City Services, and Financial Management
- ▶ These are a requirement of the down payment assistance program.



## CONTACT INFORMATION:

CITY OF SOUTH BEND  
HUD HOUSING COUNSELING AGENCY  
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SOUTH BEND, INDIANA 46601

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