

**VERMONT HOUSING FINANCE AGENCY  
FEDERAL ACT INCOME and ACQUISITION COST WORKSHEET**

Borrower Name: \_\_\_\_\_ Co-Borrower/Non-Borrowing Spouse: \_\_\_\_\_

**FEDERAL ACT INCOME WORKSHEET**

VHFA programs, MOVE, MOVEMCC, Advantage and MCC, have maximum income limits (federal act income). Complete this worksheet to determine if the federal act income (FAI) is eligible for the selected program. NOTE: Qualifying Income as accepted by the GSEs differs from VHFA FAI. FAI is the income VHFA is required to use to determine borrower and non-borrowing spouse income for compliance. **Income Compliance – Federal Act Income:** All income for each borrower and non-borrowing spouse must be disclosed and included in the income calculation. Gross annual income must be within the program limit. Separated Spouse: If the borrower has a court approved separation agreement, include only the amount per the Separation Agreement in the area below.

Type of Income	How to Calculate	Borrower	Co-Borrower or Non-Borrowing Spouse	Gross Annual Income
Regular Salaried or Hourly Wage	Total current annual base salary or weekly base pay annualized or multiplied by 52 weeks.			
Overtime, Commission, Tips or Differentials	Total amount paid for last 52 weeks. If with this employer less than 52 weeks use weekly average to date by 52 weeks.			
Bonus or Profit Sharing	If earned once a year, include last bonus paid or if paid multiple times in a year, total of all bonuses paid over the last 52 weeks.			
Self-Employed	Net profit over the last 52 weeks ( <i>depreciation not included.</i> )			
Military	Include base pay, any reserve pay for the last 52 weeks and any non-taxable stipends such as quarters, rations, clothing, etc.			
Partnership Income	Total income and distributions reflected on last K-1.			
Social Security, Pension or Disability	Annualized amount received.			
Alimony and/or Child Support	Annualized base amount decreed in court documents.			
Dividend or Interest	Include amount reflected on most recently reported tax return. ( <i>Note: If asset is being liquidated do not include. If asset is being partially liquidated reduce by % liquidated.</i> )			
Stipends	Annualized amount based on most recent award letter.			
Unemployment	Include unemployment income when recurring (i.e., seasonal worker) and show total amount received for the last 52 weeks.			
Public Assistance	Annualized amount based on most recent award letter.			
Subject Property Rental Income	Duplex or Single-Family w/ADU add 75% of gross rent based on lease or market rent. If no rental history, VHFA will rely on <a href="https://www.rentdata.org/states/vermont/2023">https://www.rentdata.org/states/vermont/2023</a>			
Separated Spouse Support	Amount borrower receives per court approved separation agreement.			
Other	Specify type/source:			
<b>Gross Annual Income:</b>				
<b>Total number of people in household:</b>				
<b>Based on applicable program, VHFA maximum income:</b>				

**Supporting Income Documentation:** documentation is required to verify each type of income for all borrowers and non-borrowing spouse. VHFA reserves the right to request additional documents.

Regular Salaried or Hourly Wage	<input type="checkbox"/> Most recent W-2 and 2 most recent paystubs <input type="checkbox"/> Verification of Employment <input type="checkbox"/> Most recent contract (for contracted field positions)
Self-Employed	<input type="checkbox"/> Most recent 2 years tax returns with all schedules and YTD P&L after March 31
Military	<input type="checkbox"/> Most recent leave and earnings statements
Partnership/Corporate Income	<input type="checkbox"/> Most recent 2 years tax returns with all schedules <input type="checkbox"/> Most recent K-1 <input type="checkbox"/> Most recent 2 years corporate tax returns with all schedules
Social Security, Disability or Pension	<input type="checkbox"/> Most recent award letters or for VA Certificate of Eligibility, if available
Alimony or Child Support	<input type="checkbox"/> Most recent year filed Federal Tax Return with all schedules <input type="checkbox"/> Divorce Decree and or Child Support Order
Dividend or Interest	<input type="checkbox"/> Most recent year filed Federal Tax Return with all schedules

Stipends	<input type="checkbox"/> Most recent contract, paystub, or award letter
Unemployment	<input type="checkbox"/> Most recent 1099-G
Public Assistance	<input type="checkbox"/> Most recent award letter
Subject Property Rental Income	<input type="checkbox"/> Appraisal or Lease
Separated Spouse Contribution	<input type="checkbox"/> Copy of the court-issued Separation Agreement and any amendments
Other	<input type="checkbox"/> Documentation supporting the income

### ACQUISITION COST WORKSHEET

**Acquisition Cost Worksheet:** Per Internal Revenue Service (IRS) requirements, all properties must be within the VHFA published Acquisition Cost Limit available in the Loan Origination Center. This worksheet is to assist in calculating the Acquisition Cost. **NOTE:** Changes at closing can reduce the acquisition cost (e.g., seller concessions, repair escrow funds paid to borrower).

**Existing or Turn-Key Construction:**

1. Amount to be paid to a seller for the purchase of a residential unit and land per a Purchase and Sale Agreement including turnkey. \$ \_\_\_\_\_
2. **ADD** - Any amount to be paid for the benefit of the seller, for any purpose, by the purchaser or any other person (e.g., seller broker fees, seller moving costs, seller portion of pro-rated property tax). + \$ \_\_\_\_\_
3. **ADD** – If the residence is” Incomplete, Unfinished” or requires improvements (see #1 below) amount to be paid to complete. “Sweat Equity” (see # 2 below) cannot be included. Appraised value must support the total cost. + \$ \_\_\_\_\_
4. **LESS** - the fair market value of personal property under state law included purchase price per in the Purchase and Sales Agreement. The cost of personal property is not eligible for financing. Personal property must be identified in the Purchase and Sales Agreement or an amendment and assigned a value. - \$( \_\_\_\_\_ )
5. **LESS** – the amount of a concession or seller contribution that exceeds the amount of “Usual and Reasonable Closing Costs” (see #3 below). Pre-paid interest and pro-rations cannot be included in the eligible closing costs paid by the seller. Any amount paid to the buyer by the seller at closing outside of eligible closing costs reduce the Acquisition Cost and the eligible mortgage amount. - \$( \_\_\_\_\_ )

**TOTAL A**      \$ \_\_\_\_\_

**New Construction Costs and Land Purchase (not turnkey):**

1. Total cost for construction of a fully completed residential unit. “Sweat Equity” (see #2 below) cannot be included. \$ \_\_\_\_\_
2. Amount paid for land purchased separately. NOTE: if the land was or is financed The full amount paid may NOT be eligible to be included but can be used as equity. The original financing must meet specific requirements to be included. See the Procedural Guide and/or the applicable affidavit. ALSO, the value of gifted Land might represent equity for the loan but cannot be included in the loan amount. + \$ \_\_\_\_\_

**TOTAL B**      \$ \_\_\_\_\_

**Housing Trust Shared Equity with Leased Land (only to determine Acquisition Cost not LTV)**

1. Capitalized Value of land rent (see #4 below):  
(Monthly land rent x 12) / (mortgage rate % less 1.125%) \$ \_\_\_\_\_

**Either Total A or B**      \$ \_\_\_\_\_

**PLUS, Capitalized Value, if applicable**      + \$ \_\_\_\_\_

**TOTAL ACQUISITION COST**      \$ \_\_\_\_\_

- (1) “Incomplete, Unfinished” – means (a) occupancy is not permitted under state or local law, or (b) the residence lacks fixtures or architectural appointments normally included in the design or style of residence or is needed to provide adequate living space for family members who intend to occupy the property.
- (2) “Sweat Equity” – the unpaid cost of labor performed to construct or complete the residential unit by the purchaser or members of their family which includes: spouse, siblings (half or whole) purchaser’s parents, children, or other ancestors or lineal descendants. **However**, the cost of materials and work performed by **subcontractors**, even if related to a purchaser, must be included in the acquisition cost.
- (3) “Usual and Reasonable Closing Costs” – Cannot exceed the usual and customary costs which would be paid by the homebuyer who did not benefit from a VHFA program
- (4) The “Capitalized Value” of the land rent is calculated as the present value of a perpetuity using the mortgage rate % allocated to the loan less 1.125% as the discount factor. This calculation is to determine whether the Acquisition Cost is within the VHFA limit. The maximum mortgage amount must be based on **Line A or B**.

**LENDER CONTACT:** Printed Name of Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Ph#: \_\_\_\_\_