Baltimore City Employee Homeownership Assistance Program
Welcome to the
Baltimore City Employee Homeownership Program

The Baltimore City Employee Homeownership Program is a benefit to all full-time, permanently employed individuals paid through the Mayor and City Council of Baltimore City, or a Quasi-City Agency*.

Baltimore City Employee Homeownership Program funding is applied directly to the title transfer (settlement) expenses on the first principal residential property purchased by an employee in Baltimore City.

Closing costs to buy a home can be very costly in terms of cash required to transfer title. Homebuyers generally are required to contribute between 7% and 10% of the sales price in cash to complete the property settlement. This Baltimore City Employee Homeownership Program is offered to help you as an employee to meet some of those cash requirements without raising your monthly payments.

The Baltimore City Employee Homeownership Program is also designed to:

- Provide incentives that will allow the City to recruit and retain employees. Assistance is offered to encourage occupancy near place of work and enhance neighborhood commitment.

- Promote community revitalization with employee homeownership to improve public safety, neighborhood and economic vitality.

- Provide affordable homeownership by reducing the typical downpayment cost from 3% to 5% of the purchase price.

Baltimore City Employee Homeownership Program

Employee Eligibility Requirements

- Applicant must be a full-time, permanent Baltimore City or Quasi-City Agency employee with benefits for a minimum of six (6) months, and in good standing prior to applying, and have no adverse personnel action pending or concluded against you by the City during this period. (New teacher hires will need to demonstrate their employment contract with BCPSS.)
- Be a City employee in good standing on the date of settlement on the purchase of your home. We will acquire written verification from the Office of Personnel of your permanent employment status.
- One (1) City employee per household may apply for the program.
- The program is a one-time use only per employee.
- Must apply and be approved prior to settlement. Program funds are not retroactive.
- Employee must be named on all documents as a borrow or co-borrower.
- Purchase property must be a single-family house, one or two dwelling units or condominium located in Baltimore City.
- Meet reasonable credit standards set by your first mortgage lender and have the ability to repay the first mortgage loan, property taxes, hazard insurance, ground rent and, where applicable, monthly condominium fees and/or mortgage insurance.
- Provide evidence of permanent financing to purchase the property from an accredited lending institution (Final Letter of Commitment).
- Final Mortgage Commitment Letter must show employee’s name, property address, amount being financed, loan type, interest rate P&I, terms, conditions, expiration date, lender and/or broker information (must include lender name, address and phone number).

The property you purchase must be your principal residence over a 5-year term. The forgivable lien will reduce by 20% for each year of occupancy.

Please note: There may be a fee in the event you should happen to sell, move, rent or refinance the property.
RESOURCES
Homeownership Counseling Agencies

Belair-Edison Housing Services
3412 Belair Road, 21213
410-485-8422 / Fax 410-485-0728
www.belair-edison.org

NHS of Baltimore
819 Park Avenue, 21201
410-327-1200 / Fax 410-675-1855
www.nhsbaltimore.org
*online counseling available

Development Corporation of NW Baltimore
3521 W. Belvedere Avenue, 21215
410-578-7190 / Fax 410-578-7193
www.thedevelopmentcorporation.org

Park Heights Renaissance, Inc.
3939 Reisterstown Road, 21215
410-664-4890 / Fax 410-664-4893
www.boldnewheights.org

Druid Heights CDC
2140 McCulloh Street, 21217
410-523-1350 / Fax 410-523-1374
www.druidheights.com

Southeast CDC
3323 Eastern Avenue, Ste. 200
410-342-3234 / Fax 410-342-1719
www.southeastcdc.org
*online counseling available

Garwyn Oaks (GO) Northwest Housing Resource Center
2300 Garrison Boulevard, Ste. 140
410-947-0084 / Fax 410-947-0087
www.go-northwesthrc.org

St. Ambrose Housing Aid Center
321 E. 25th Street
410-235-5770 / Fax 410-366-8795
*online counseling available

Harbel Housing Partnership
5807 Harford Road, 21214
410-444-9152 / Fax 410-444-9181
www.harbel.org

* Note: all locations marked with an asterisk provide online counseling to assist you in your home buying process.

* This list is subject to change at any time. Please visit the Baltimore Housing website at www.baltimorehousing.org for the most recent updates.
Baltimore City Employee Homeownership Program
Application Procedures

- Contact a housing counseling agency
- Contact a lending institution
- Find a property in Baltimore City

Now you're ready to sign the Baltimore City Employee Homeownership Program (BCEHP) agreement page, complete the application and submit the original application along with your supporting documents to the office listed below. Please use the "Document Request Form" (included in this packet) to request from your lender documents needed to complete the application process.

Supporting Documents

☐ Housing counseling certificate (must be dated prior to putting an offer on a property)
☐ Three (3) current pay stubs
☐ Proof that employee has invested at least $1,000 of own funds towards purchase of house (earnest deposit, credit report fee, inspection fee, appraisal fee and/or hazard insurance fee)
☐ Contract of sale (executed by seller and buyer)
☐ Uniform Residential Loan Application (Form 1003); all pages must be typed and signed
☐ Good Faith Estimate
☐ Copy of appraisal
☐ Final mortgage loan commitment letter (final approved by underwriter)
☐ Title company information (Please include contact person, address, telephone and fax)
☐ House Keys 4 Employees/Community Partnership Initiative Program application (if applicable)

Office of Homeownership
Attn: Marva Allette
417 E. Fayette Street, Suite 1125
Baltimore, MD 21202
410-396-3124 / 410-396-1319

If you are applying for House Keys 4 Employees (HK4E) or the Community Partnership Initiative Program (CPIP), you must obtain the application through your lender, or by visiting the Maryland Mortgage Program website at http://mmp.maryland.gov. Complete borrower information, sign and date. Submit your HK4E/CPIP application with your BCEHP supporting documents 10-15 business days prior to settlement. Baltimore City will verify your eligibility upon your BCEHP approval.

Once you are approved for BCEHP, you will receive an approval letter at your current address. We will notify the title company when BCEHP funds are ready for pickup. Expected timeframe for funds from date of approval is 10-15 business days. BCEHP funds are made payable to the title company and employee.

Incomplete application packets received by this office will remain on file for a maximum of sixty (60) days. If the application process has not been completed within sixty (60) days of receipt, the file and all documents will be considered invalid and will be discarded. The applicant will need to reapply.

Illegible or incomplete documents will not be accepted.
Faxed documents will not be accepted without prior approval.
Baltimore City Employee Homeownership Program
Document Request Form

Please check all programs for which applied:
☐ Buying into Baltimore  ☐ Community Development Block Grant
☐ Live Near Your Work  ☐ Baltimore City Employee  ☐ Vacants to Value

Please use this form to request from your lender the documents needed to complete the application process.

Date:________________________  Attn:______________________________________________________________
Phone #:____________________  Ext #:____     Fax #:_____________________
# of pages including cover sheet:____

Buyer’s Name:________________________

Message:
In order to complete the application process, please submit the item(s) indicated below at least 15 business days prior to settlement.
☐ Baltimore City Employee Homeownership Program (original document—no copies; please use blue ink)
☐ Housing counseling certificate (must be dated prior to putting an offer on a property)
☐ Three (3) current pay stubs
☐ Proof that buyer has invested at least $1,000 of own funds towards purchase of house (earnest deposit, credit report fee, inspection fee, appraisal fee and/or hazard insurance fee)
☐ Contract of sale (executed by seller and buyer)
☐ Uniform Residential Loan Application (Form 1003); all pages must be typed and signed
☐ Good Faith Estimate (typed)
☐ Appraisal report (all pages)
☐ Final mortgage loan commitment letter (final approved by underwriter)
☐ Title company information (Please include contact person, address, telephone and fax)
☐ House Keys 4 Employees/Community Partnership Initiative Program application (if applicable)

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Please mail to:
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Baltimore, MD 21202
410-396-3124 / 410-396-1319
Baltimore City Employee Homeownership Program
Employee Agreement

The Baltimore City Employee Homeownership Program is available until all funds are exhausted. Therefore, it is on a first-come, first-served basis. No application will be accepted if settlement has already taken place prior to applying and approval for the program. Funds will not be reserved for individuals who do not have a completed package, which consists of the following items:

☐ Baltimore City Employee Homeownership Program (original document—no copies; please use blue ink)
☐ Housing counseling certificate (must be dated prior to putting an offer on a property)
☐ Three (3) current pay stubs
☐ Proof that buyer has invested at least $1,000 of own funds towards purchase of house (earnest deposit, credit report fee, inspection fee, appraisal fee and/or hazard insurance fee)
☐ Contract of sale (executed by seller and buyer)
☐ Uniform Residential Loan Application (Form 1003); all pages must be typed and signed
☐ Good Faith Estimate (typed)
☐ Appraisal report (all pages)
☐ Final mortgage loan commitment letter (final approved by underwriter)
☐ Title company information (Please include contact person, address, telephone and fax)
☐ House Keys 4 Employees/Community Partnership Initiative Program application (if applicable)

DO NOT FAX DOCUMENTS.

As a Baltimore City employee you agree that it is your responsibility to make sure your documents reach this office 15 business days prior to your settlement. No exceptions will be permitted. Applications that are not completed will not be accepted.

This is a $5,000.00 forgivable lien on the first principal residential property purchased in Baltimore City, reducing 20% over a 5-year term agreement.

As a Baltimore City employee I fully understand and agree to the terms and conditions of the Baltimore City Employee Homeownership Program and application instructions.

____________________  ________________________________________________  _____________________________
Signature                                      Date

*Please sign and date in blue ink!
# Baltimore City Employee Homeownership Program

## Closing Cost/Downpayment Forgivable Loan Application

*** Please complete in blue ink ***

**THIS SECTION IS TO BE COMPLETED BY THE BALTIMORE CITY EMPLOYEE. REQUEST FOR BALTIMORE CITY EMPLOYMENT VERIFICATION. (VERIFICATION OF EMPLOYMENT WILL BE OBTAINED BY THIS OFFICE.)**

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<th>Field</th>
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<td>HOME PHONE:</td>
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<tr>
<td>HOUSING COUNSELING AGENCY:</td>
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**EMPLOYMENT HISTORY**

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<td>ADDRESS OF EMPLOYER:</td>
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<td>SUPERVISOR’S NAME: TELEPHONE #:</td>
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<td>BONUSES</td>
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<tr>
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I HAVE APPLIED FOR A LOAN THROUGH THE BALTIMORE CITY EMPLOYEE HOMEOWNERSHIP PROGRAM, AND HAVE GIVEN YOUR NAME AS AN EMPLOYEE REFERENCE. I AUTHORIZE YOU TO FURNISH ANY INFORMATION REQUESTED.

APPLICANT’S SIGNATURE ___________________________ DATE __________

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# Baltimore City Employee Homeownership Program
## Closing Cost/Downpayment Forgivable Loan Application

*** Please complete in blue ink ***

### CO-BORROWER INFORMATION

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- ETHNICITY (SELECT ONE): □ HISPANIC OR LATINO  □ NOT HISPANIC OR LATINO

### RACE (SELECT ONE)

- □ WHITE  □ AMERICAN INDIAN / ALASKAN NATIVE & WHITE
- □ ASIAN & WHITE  □ HAWAIIAN / OTHER PACIFIC ISLANDER
- □ ASIAN  □ BLACK / AFRICAN AMERICAN & WHITE
- □ BLACK / AFRICAN AMERICAN  □ AMERICAN INDIAN / ALASKAN NATIVE
- □ OTHER MULTIRACIAL  □ AMERICAN INDIAN / ALASKAN NATIVE & BLACK / AFRICAN AMERICAN
Baltimore City Homeownership Incentive Demographic Affidavit

Buyer’s Name(s):

Property Address:

As part of the City’s Homeownership Program, certain demographic information is collected in order to assess the program, and for certain homeownership incentives, to meet federal/state disclosure requirements.

Buyer: ____________________________ Co-Buyer: ____________________________
Age: _______ Age: _______
Sex: _______ Sex: _______
Race: ______________________________ Race: ________________________________

(Please use code listed below)

(1) American Indian
(2) Asian
(3) Black or African American
(4) Caucasian (non-hispanic)
(5) Native Hawaiian or Alaska Native and Caucasian
(6) Asian and Caucasian
(7) Black or African American and Caucasian
(8) American Indian or Alaska Native and Black and African American
(9) Hispanic or Latino
(10) Other: ______________________________

Household Size: ______________________________
Household Income: ______________________________
New City Resident: ______________________________

First Time Homeowner (Current City Resident): ______________________________
First Time Homeowner (New City Resident): ______________________________

IN WITNESS WHEREOF, this note has been duly executed by the undersigned on the date and year above written.

Witness/Attest: ____________________________ Buyer’s Signature(s):
____________________________________ (SEAL)
____________________________________ (SEAL)