EMPLOYEE HOMEOWNERSHIP PROGRAM (EHOP) APPLICATION CHECKLIST

Date Completed:							
Employee Name: Circle one: MSU (Full-time) East Lansing. (Full-time or Regular Part-time)							
	1.	Employee obtains EHOP Loan Application and Qualification Form, Program Description from:					
		MSU Human Resources Department Room 120 Nisbet Building 1407 South Harrison Road East Lansing, MI 48824	City of East Lansing Human Resources Department 410 Abbot Road East Lansing, MI 48823				
	2.	. Human Resources will acknowledge whether an employee is in good standing and sign the Loan Application are Qualification Form.					
	3.	Employee contacts Capital Area Housing Partnership at (517) 332-4663 to confirm availability of funds and schedule an appointment to answer any questions about the process. The back up contact is the City of East Lansing Planning, Building & Development Department at (517) 319-6930.					
	4.	Once the employee decides to proceed with the application, the Loan Application and Qualification form needs confirmation by Human Resources (if not done at the time the documents were received). The employee should already be actively seeking a home to purchase in the target area and working with a lender.					
	5.	To receive EHOP assistance, the employee must submit the following documents to Capital Area Housing Partnership, via US Mail or in-person at 600 West Maple Street, Lansing, MI 48906 A signed Purchase Agreement for the house in the target area to be purchased. The Purchase Agreement may be "contingent upon receipt of EHOP funds" i) Pre-Qualification letter from Mortgage Lender demonstrating approval of financing to purchase the home ii) Loan Application and Qualification Form acknowledged by the employee's HR Department.					
	6.	Capital Area Housing Partnership will prepare a <i>Loan Commitment and Promissory Note</i> . Employee returns signed original to Capital Area Housing Partnership with Mortgage Company information (Name & Contact).					
	7.	Capital Area Housing Partnership prepares as purchase.	n <i>EHOP Approval letter</i> as evidence of the loan for the home				
	8.	Capital Area Housing Partnership processes a Title Company.	a check for loan funds made payable to borrower (employee) and				
	9.		ely, Capital Area Housing Partnership notifies City of East es payroll regarding the withholding of the appropriate taxable				
	10		osing agent to record AND ensure that copies of Exhibit "A" to iction are sent to the City Attorney after recording. Attn: Tom MI 48826				
			tions from the employee, Realtor, Loan Officer, Mortgage Co. or Title check disbursement, etc. should be referred to Capital Area Housing				

City of East Lansing Contacts:

Partnership (517) 332-4663

Human Resources Department (517) 319-6893 Planning, Building, and Development Department (517) 319-6930

Human Resources Department (517)353-4352 Michigan State University Contact:

EMPLOYEE HOMEOWNERSHIP PROGRAM (EHOP) LOAN APPLICATION AND QUALIFICATION FORM

Nam	ne:					
Add	ress:	Home Ph	Home Ph			
Department:		Work Ph	Work Ph			
	Date: Full-Time:		= = = = = = = = = = = = = = = = = = =			
Posi	tion:					
Add	ress of home you wish to purchase:					
I cer	tify to the following:					
1.	I have a completed Buy-Sell Agreement, a copy of wh	ich is attached.				
2.	I will live in the house. The house will be my primary residence. I understand that a Deed Restriction will be placed on the residence for 15 years which will prevent the property from being licensed for rental.					
3.	I do not currently live in the house.					
4.	I understand that I must repay the EHOP Loan if I sell the house, if I no longer reside in the house (owner-occupied), or if my employment is terminated voluntarily or involuntarily prior to the total forgiveness of the EHOP loan balance (5 years from closing date or longer) according to the terms of the EHOP. I further understand that I must notify my Human Resources Department if I move out of or sell the house.					
5.	I understand that the loan is subject to obtaining financing from an authorized financial institution and the entire loan proceeds must be applied to the home purchase.					
6.	I understand that the EHOP loan is available only once per household per home purchased (two members of the household cannot combine EHOP loans).					
7.	I have received a copy of the Summary of the Employee Homeownership Program, amended on October 29, 2019, and I understand all the terms and conditions of the EHOP.					
8.	I understand the loan is contingent upon the availability of funds in the EHOP program.					
	Employee Signature	Date				
	Human Resource Acknowledgement: The Human Resources Department acknowledges that standing.	t	is an emplo	oyee in good		
	Name/Title	 Date				

Note: This form is valid for one year from the date of HR acknowledgement **Questions? Contact Capital Area Housing Partnership at 517-332-4663**