

Live Near Your Work INSTRUCTIONS

Read all instructions prior to signing a contract of sale.

1. **Review the JHI LNYW program** boundaries, target areas, grant amounts, and conditions of program participation. Contact the LNYW Program Coordinator with questions and to discuss the process. The LNYW Program Coordinator will ultimately determine that you and the property you wish to purchase are eligible for a LNYW grant.
2. **Complete Home Ownership Counseling** and obtain a certificate signed by your counselor prior to signing a contract of sale. Home ownership counselors will confirm whether you meet usual criteria for home ownership. If you do not, they can advise you on how to become eligible to buy a home. This service is free to you.
3. **Select a home in the JHI target area** (see map); eligible properties must
 - become the primary residence of the employee applying for a LNYW grant
 - be located in applicable LNYW area of their employer and
 - must be a single family dwelling, including a townhouse or condominium; or is a two-to four-unit property and the eligible employee occupies one of the units.
4. **Mortgage loan approval must be obtained** by you prior to receiving a LNYW grant. Pre-qualification by a lender is strongly encouraged for all employees prior to signing a contract of sale. A home inspection also is recommended and may be required by the loan product.
5. **Complete and return JHI required paperwork to LNYW Program Coordinator no less than 3 weeks prior to settlement:**

<ul style="list-style-type: none">• LNYW Application & Signature Page• Demographic Form• Target Area Verification Form.• Notice of name, address and tax identification number of your chosen title company.• Housing Counseling Certificate (copy)	<p>WORKlife Programs 1101 East 33rd Street Suite C100 Baltimore MD 21218 Attn: LNYW Coordinator Office: 443-997-7000 Fax: 443-997-6609</p>
---	--
6. **Complete Baltimore City required paperwork and forward to the Office of Home Ownership no less than 3 weeks prior to settlement:**

<ul style="list-style-type: none">• First page through signature page of the contract of sale• Good Faith Estimate from lender• Proof that you have invested at least \$1,000 (e.g. receipts for down payment, home inspection, property appraisal, insurance)• A copy of the mortgage loan application (Form 1003)• Housing Counseling Certificate (copy)	<ul style="list-style-type: none">• A copy of the mortgage loan commitment letter from your lender• Notice of the name and address of the title company and the date of settlement. <p>Home Ownership Institute Attn: Robert Bartolini 417 E. Fayette Street Baltimore, MD 21202 410-396-4159/ fax 410-545-6912</p>
--	--

Upon receipt of the required documents, the Home Ownership Institute will arrange to transfer \$1000 to your settlement company and will notify you once this is done. As long as funds remain, the \$1000 City contribution will be held for you up to 60 days.
7. **After settlement**, ask the settlement company to mail the following information to the City:
 - A copy of the settlement sheet stating that the grant was received and verification of your minimum \$1,000 contribution.
 - A copy of hazard insurance coverage.
8. **The City will notify WORKlife Programs that the settlement sheet has been received.**