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 certify the employee's eligibility and sign the Loan Application and 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.

☐ 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 Inc., either via US Mail or by delivering to 1290 Deerpath, East Lansing, MI 48823.
   i) 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"
   ii) Pre-Qualification letter from Mortgage Lender demonstrating approval of financing to purchase the home
   iii) Loan Application and Qualification Form signed by the employee's HR Department.

☐ 6. Capital Area Housing Partnership will prepare a ***Loan Commitment and Promissory Note***. Employee returns signed original to Capital Area Housing Partnership with Mortgage Company information (Name & Contact).

☐ 7. Capital Area Housing Partnership prepares an ***EHOP Approval letter*** as evidence of $5,000 loan for the home purchase.

☐ 8. Capital Area Housing Partnership processes a check for loan funds made payable to borrower (employee) and Title Company.

☐ 9. ***Applicable For East Lansing Employees only,*** **Capital Area Housing Partnership notifies City of East Lansing Human Resources and HR notifies payroll regarding the withholding of the appropriate taxable amount.**

☐ 10. **It is the responsibility of the closing agent to record AND insure that copies of *Exhibit "A" to Warranty Deed, Use and Occupancy Restriction* is sent to the Capital Area Housing Partnership after recording. 1290 Deerpath, East Lansing, MI 48823**

To insure a smooth application and closing, **all questions** from the employee, Realtor, Loan Officer, Mortgage Co. or Title agent regarding the program, approvals, scheduling, check disbursement, etc. should be referred to Capital Area Housing Partnership **(517) 332-4663.**

City of East Lansing Contacts: Human Resources Department (517) 319-6893
Planning and Community Development Department (517) 319-6930
Michigan State University Contact: Human Resources Department (517)353-3720