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# CITY-UNIVERSITY PARTNERSHIP HOMEOWNERSHIP PROGRAM PROGRAM DETAILS AND APPLICATION

*Thanks to*



UNIVERSITY OF  
MARYLAND



A Smart Place to Live

# Purchase a home anywhere in College Park with the City-University Partnership Homeownership Program

The College Park City-University Partnership Homeownership Program is part of an effort to increase the number of people living near their place of employment as outlined in the University District Vision 2020. Through this program, full-time, benefits-eligible employees of University of Maryland, College Park and full-time employees of the City of College Park can receive \$15,000 in down payment or closing cost assistance for a home purchased anywhere in College Park.

## Program Details & FAQs

### How much money is available through the Home Ownership Program and how is this structured?

The award for this program is \$15,000. These funds are a zero-interest, ten-year forgivable loan so long as all requirements are met. These funds may be combined with other homeownership programs and grants.

### What can a Homeownership Incentive Program loan be used for?

Loans may be used only for down payment and closing costs in connection with a home purchase in the city limits of College Park. See [MAP](#).

### Can I use this loan in conjunction with any loans or other home ownership programs?

Yes. Please review a list of options available to you following the application. Please check with your lender re: using an FHA loan with this program.

### How long will the loan program be available?

Loans will be distributed pending availability of funds, on a first-come first-served basis. The program may be discontinued at any time.

### What requirements are there to be eligible for the loan?

The homebuyer (or spouse) must be a current or newly hired regular full-time, benefits-eligible employee of the University of Maryland, College Park or full-time employee of the City of College Park. The homebuyer will not be considered if they already own a home in College Park. The home being purchased must be within the City limits of College Park. The Partnership will not discriminate against any applicant on the basis of age, race, color, creed, pregnancy, religion, national origin, ancestry, disability, marital status, sex, sexual orientation, gender identity, physical characteristic or other unlawful basis of discrimination. A mortgage loan approval must be obtained and a formal loan agreement reached with The Partnership prior to funds being disbursed. Please review the “loan provisions” section for more information about the loan.

### How can I reserve and receive a loan?

A completed application must be submitted no less than 3 weeks prior to settlement. Once received, funds will be reserved for the homebuyer and a final review of the documents will be conducted. So long as everything is in order, a formal loan agreement, including a promissory note and deed of trust, will be signed by the homebuyer for recordation. The Partnership will arrange to transfer funds to the settlement company for the full amount of the loan.

**Questions?** Please contact Valerie Woodall, [vwoodall@collegetparkpartnership.org](mailto:vwoodall@collegetparkpartnership.org) or 845-649-2477 to inquire further about the program.

## Loan Provisions

Loans are made pending availability of funds, on a first-come first-served basis.

The loan is a zero-interest, deferred payment loan with a term of 10 years that is forgivable at the end of the 10-year term, so long as the provisions of the program are met.

The loan may only be used for down payment and closing costs at settlement for the purchase of a primary residence (single-family home, townhouse, condominium) in the City Limits of College Park; one loan per eligible address; one loan per employee.

This loan will be secured on a property with a deed of trust and promissory note, with a balance due upon sale or transfer of the property, if the property ceases to be the primary residence of the homebuyer, if the homebuyer (or spouse) is no longer employed by the University or City, or if the homebuyer otherwise fails to comply with the program requirements.

The homebuyer may combine loan proceeds with funds from the Maryland Mortgage Program offered by Maryland Department of Housing and Community Development, the City of College Park New Neighbor Homeownership Grant Program, and other funding opportunities.

Homebuyers are required to live in the home purchased<sup>1</sup> under this program and must certify to the Maryland State Department of Assessments and Taxation that this is the primary residence of the homebuyer, as defined by the State of Maryland. The homebuyer must occupy the residence for a period of at least ten years from the date of settlement. If the property ceases to be the homebuyer's primary residence, if the homebuyer does not live in the home, if the homebuyer (or spouse) leaves the employment of the City of College Park or University of Maryland, or otherwise fails to comply with the program requirements, the homebuyer will be required to repay The Partnership according to this schedule:

Year	Loan repayment schedule
year 1	100%
year 2	100%
year 3	100%
year 4	100%
year 5	100%
year 6	50%
year 7	40%
year 8	30%
year 9	20%
year 10	10%
year 11	Loan is forgiven

### Notes:

- 1) Homebuyers may request a waiver of the requirement to live in the home, for the purpose of temporary employment-related assignments out of state, such as sabbaticals. Waivers may be requested with documentation and must be approved by The Partnership's Executive Board prior to any temporary relocation. A waiver will not last more than one year at a time, and homebuyer must maintain the home as the primary residence.
- 2) Borrowers may request a waiver of the continued employment requirement if termination of employment was involuntary and not for cause. Waivers may be requested with any required documentation and must be approved by The Partnership's Executive Board.

Homebuyers are required to enter into a Right of First Refusal agreement that provides The Partnership a 30-day opportunity to purchase the house if the homebuyer decides to sell or transfer the home within ten years of the home purchase. If The Partnership decides not to purchase the home, the homebuyer is encouraged to engage in good-faith negotiations to sell to buyers who will use the home as their primary residence.

## Loan Eligibility and Conditions

In order to be eligible for the Partnership's Homeownership Program Loan, an applicant must:

- Be a regular full-time, benefits-eligible University of Maryland employee or full-time employee of the City of College Park (or spouse), 18 years of age or older. Newly-hired regular full-time, benefits-eligible employees who are relocating also qualify, per a written provision signed by the University's or City's Department of Human Resources.
- Purchase a single-family home, town house or condominium that will be owned and lived in by the homebuyer in the City Limits of College Park. (See definition of owner-occupied property below. See [MAP](#) of the City limits of College Park.)
- Not already own a single-family home, town house or condominium in College Park.
- Submit a completed application no less than 3 weeks prior to settlement in order to be considered and reserve a loan.
- Be listed on all documents, including the contract of sale, mortgage loan application and final mortgage commitment letter.
- Use loan funds only for down payment or closing costs.
- Agree to follow program instructions and abide by all provisions of the loan.
- Agree to repay funds in full, if applicable, per the provisions of the loan.
- Sign a loan agreement, including promissory note and deed of trust.

## Disclosure

- Loans are available pending availability of funds, on a first-come first-served basis.
- This program may be discontinued at any given time.
- A completed application does not guarantee a loan. Please check with your lender re: using an FHA loan with this program.
- The loan may only be used for down payment and closing costs at settlement for the purchase of a primary residence in the city limits College Park; one loan per eligible address; one loan per employee.
- A home is defined as a single-family home, townhouse or condominium as long as the homebuyer owns the unit.
- An owner occupied property is defined as a property which is the owner's permanent, year-round residence and which may be occupied by the owner's family and no more than two other individuals who lease space from the owner.
- A homebuyer will be required to sign a promissory note and deed of trust memorializing the loan.

## Additional Information

**If you have questions or would like to speak to someone regarding this program, please contact:**

Valerie Woodall, CPCUP Program Associate  
vwoodall@collegeparkpartnership.org or 845-649-2477

Eric Olson, CPCUP Executive Director  
Eolson@collegeparkpartnership.org or 240-416-3184

Further program information: [www.collegeparkpartnership.org/homeownershipprogram](http://www.collegeparkpartnership.org/homeownershipprogram)

# Application Instructions

## First steps:

- Review the program online: [www.collegeparkpartnership.org/homeownershipprogram](http://www.collegeparkpartnership.org/homeownershipprogram). Please contact Valerie Woodall at [vwoodall@collegeparkpartnership.org](mailto:vwoodall@collegeparkpartnership.org) if you have questions about requirements and process.
- Select a home anywhere in College Park. Eligible properties must be the primary residence of the homebuyer, be occupied by the homebuyer, be located within the city limits of College Park (See [MAP](#)), and must be a single family home, townhouse or condominium.
- Begin process of buying home. A mortgage loan approval must be obtained prior to receiving a loan from the Partnership (please check with your lender re: loan product to make sure it's compatible with this program); pre-qualification by a lender is strongly encouraged prior to signing a contract of sale. A home inspection is also recommended.
- Obtain an application for the CPCUP Home Ownership Program online at [www.collegeparkpartnership.org/homeownershipprogram](http://www.collegeparkpartnership.org/homeownershipprogram), at City Hall in College Park, or through the University of Maryland's HR department.
- Complete the application and submit paperwork to Valerie Woodall, The Partnership's program associate at [vwoodall@collegeparkpartnership.org](mailto:vwoodall@collegeparkpartnership.org) no less than 3 weeks prior to settlement.

## Items required for completed application, and reservation of a loan (submit ASAP):

- ✓ CPCUP Homeownership Program application
  - ✓ Signed verification of employment with the University of Maryland or City of College Park (*Note: If you are a newly hired employee and have not yet started in your position, please contact your department to receive a letter stating you have been recently hired and submit that letter along with the employment verification form to your HR department.*)
  - ✓ Homebuyer Information Form
  - ✓ Contact information for lender and title company
- ✓ A copy of the signed mortgage loan application (from your mortgage lender; a final loan agreement must be received by CPCUP prior to funds being disbursed)
- ✓ A copy of the appraisal (from your mortgage lender)
- ✓ Contract of sale executed by both parties



## Once an Application is Complete

### Process for releasing funds:

- Pending available funds, once a completed application is received and it is approved, it will be placed in a queue based on when it was received. Funds will be reserved for up to 90 days.
- The Partnership will submit a letter of a commitment for the funds to the homebuyer, the University and the Lender.
- A mortgage loan approval must be obtained prior to The Partnership disbursing funds for the Home Ownership Loan.
- Once a final review is complete, a final loan agreement will be sent to the homebuyer, and shall be signed and returned within 48 hours.
- The Partnership will then arrange to transfer a check to the settlement company for the full amount of the loan, and will notify the homebuyer once this is complete.
- At settlement, the homebuyer will sign a promissory note and a deed of trust, memorializing the terms of the loan.

### After Settlement:

- The homebuyer will be required to submit a final copy of the settlement sheet stating the loan was received to The Partnership.
- The homebuyer will be required to certify, annually, that they are still living in the home and employed by the University of Maryland, College Park or City of College Park.

# Application for a CPCUP Homeownership Program Loan

**Part 1 of 4: This section is to be completed by homebuyer**

## HOMEBUYER/PURCHASE INFORMATION

Full Name (Primary Buyer/Applicant): \_\_\_\_\_

Co-Buyer Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

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

Address of Purchase Property: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contract Date: \_\_\_\_\_

Contract Price: \_\_\_\_\_

Planned Settlement Date: \_\_\_\_\_

Loan Product You Plan to Use \_\_\_\_\_

*Note: If you plan to use an FHA loan with the Program, please contact Valerie Woodall and your lender to ensure the compatibility of this Program with an FHA loan.*

Lender: \_\_\_\_\_

Lender Contact Person: \_\_\_\_\_

Lender Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Lender Address: \_\_\_\_\_

Title Company: \_\_\_\_\_

Title Company Contact Person: \_\_\_\_\_

Title Company Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Title Company Email Address: \_\_\_\_\_

Title Company Address: \_\_\_\_\_

*Note: Title company will appear on the check The Partnership arranges for settlement.*

Other Incentive Funds Applied For: \_\_\_\_\_

# Application for a CPCUP Homeownership Program Loan

## Part 2 of 4: To be completed by homebuyer

### HOMEBUYER INFORMATION

*Note: The following data is gathered to confirm employee eligibility and for release of funds and for internal records only. Specific employee data remains private and is used for these purposes only.*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

SS#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

#### Employment information:

Employment Classification: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Hire date: \_\_\_\_\_ Length of service/years employed: \_\_\_\_\_

Position/Title: \_\_\_\_\_

College/School: \_\_\_\_\_ Department: \_\_\_\_\_

Salary: \_\_\_\_\_

#### Contact information:

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Home phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

#### Family Information:

Total Household income (excluding full-time highschool, undergraduate students or persons under 18 years of age): \_\_\_\_\_

Total Household size (total # of people in your home): \_\_\_\_\_

Number of persons: 18 years of age and older: \_\_\_\_\_ 18 years and under: \_\_\_\_\_

Please select all that apply:

I am new to College Park  I have lived in College Park previously

I am a first time homebuyer  I have owned a home previously

I am an alumnus/alumna of the University of Maryland

I am currently renting  I currently own a home



# Application for a CPCUP Home Ownership Program Loan

Part 3 of 4: This section is to be signed and completed by the employee

## APPLICATION SIGNATURE PAGE

I, \_\_\_\_\_ agree and certify as follows:  
(Employee/Spouse Name)

- A. I meet all of the eligibility criteria listed above for the receipt of a CPCUP Home Ownership Loan;
- B. I am 18 years of age or older;
- C. I have a contract of sale to purchase an eligible residence located in College Park;
- D. I will hold the title to this eligible residence;
- E. I will reside in the home purchased as my primary residence for a period of ten years, and if I do not, I will abide by the repayment schedule as outlined in the loan provisions; and
- F. I will abide by all terms and provisions of the Partnership's Home Ownership Program.

My signature indicates that I have read, understood, and agree to the College Park City-University Partnership's Home Ownership Program scope, eligibility and conditions.

I understand that I am required to repay all or a portion of the loan I receive if I fail to keep the purchased home as my primary residence, leave the employment of the University of Maryland, College Park or City of College Park or sell the home during the ten-year period after the settlement date.

I certify that the information I have provided on this application is true and accurate to the best of my knowledge, and I understand that any false statements or material omissions can result in denial of the loan, repayment of the loan received.

Applicant Signature: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
(Print Name)

Date: \_\_\_\_\_

# Application for a CPCUP Home Ownership Program Loan

**Part 4 of 4: This section is to be completed by the University of Maryland or the City of College Park's HR Department. University employees, please contact Joseph Windsor at 301-405-5658 or jwindso1@umd.edu. City employees, please contact Jill Clements at 240-487-3534 or jclements@collegeparkmd.gov.**

## EMPLOYER VERIFICATION OF EMPLOYEE AND HOME ELIGIBILITY

HR Department/Employer: \_\_\_\_\_

Property of Address to be Purchased: \_\_\_\_\_

### Employment information:

Employee Classification: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Employee Hire date: \_\_\_\_\_ Length of service/years employed: \_\_\_\_\_

Position/Title: \_\_\_\_\_

College/School: \_\_\_\_\_ Department: \_\_\_\_\_

Salary: \_\_\_\_\_

I hereby Verify That: \_\_\_\_\_  
(Employee Name)

- The individual listed above is a regular full-time, benefits-eligible employee of the University of Maryland, College Park, has been hired as a regular full-time, benefits-eligible employee of the University of Maryland, College Park or is a full-time employee of the City of College Park.
- The above employment information for the individual listed above is true and accurate and comports with employment records held at the University of Maryland or City of College Park.

\_\_\_\_\_  
(Authorized Signature of Employer)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name/Title)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Email Address)

# How To Submit Your Application

## HOW TO SUBMIT YOUR APPLICATION

Please submit paperwork to Valerie Woodall, CPCUP program associate, at [vwoodall@collegeparkpartnership.org](mailto:vwoodall@collegeparkpartnership.org) no less than 3 weeks prior to settlement.

**If you have questions about employee eligibility**, please contact Joseph Windsor in the UMD Human Resources office at at 301-405-5658 or [jwindso1@umd.edu](mailto:jwindso1@umd.edu) or Jill Clements in the City of College Park's Human Resources Department at 240-487-3534 or [jclements@collegeparkmd.gov](mailto:jclements@collegeparkmd.gov).

**If you have questions or would like to speak to someone regarding this program, please contact:**

Valerie Woodall, CPCUP Program Associate  
[vwoodall@collegeparkpartnership.org](mailto:vwoodall@collegeparkpartnership.org) or 845-649-2477

Eric Olson, CPCUP Executive Director  
[Eolson@collegeparkpartnership.org](mailto:Eolson@collegeparkpartnership.org) or 240-416-3184

**Further program details:** [www.collegeparkpartnership.org/homeownershipprogram](http://www.collegeparkpartnership.org/homeownershipprogram)

## Additional Programs Available to Home Buyers

**The Maryland Mortgage Program.** Provides a \$5,000 zero interest loan, which is only repaid upon sale or transfer of the property or if the first mortgage is refinanced or paid in full. This loan does not accrue interest over time. Additionally, borrowers can get a Maryland HomeCredit - a tax credit up to \$2,000 - on federal taxes every year for the life of a mortgage. The Maryland Mortgage program applies only to first-time homebuyers or those who have not owned a house in 3 years. This program assists qualified buyers who meet the income limitations - see website at <http://mmp.maryland.gov/Lenders/Pages/Income-and-Purchase-Limits.aspx>.

**CPCUP/Maryland Mortgage Program partnership.** CPCUP has partnered with MMP to provide additional down payment assistance, up to \$2,500, as part of the MMP community partner match.

**The City of College Park New Neighbor Home Ownership Grant Program.** Offers a \$5,000 incentive for purchase of houses that have been previously rented, foreclosed or short sale status. The \$5,000 incentive is also provided for purchase of ANY house in College Park by City of College Park employees, Police, firefighters and EMT's who are employed in the State of Maryland or Prince George's County.

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### HOME OWNERSHIP PROGRAM DOWN PAYMENT/CLOSING COST ASSISTANCE:

#### College Park Home Purchase Program

College Park City-University Partnership	\$15,000
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#### Additional Incentives available to add to CPCUP Program

*Note: All additional programs are subject to separate eligibility requirements.*

Maryland Mortgage Program <sup>1</sup>	\$ 5,000
Maryland Mortgage Partner program (additional)	\$ 2,500
City of College Park	\$ 5,000

#### Notes:

1) *Maryland Mortgage Program loans can only be obtained through approved lenders ((<http://mmp.maryland.gov/Pages/Find-A-Lender.aspx>)).*