



COMMUNITY CONNECTIONS HOME BUYER ASSISTANCE PROGRAM CHECKLIST

Listed below are the step by step procedures necessary to complete your home purchase process utilizing the Community Connections Home Buyer Assistance Program. The application must be fully completed and executed for consideration.

Confirm that the home you intend to purchase is located in an eligible census tract. (See attached map and list of eligible neighborhoods and census tracts)

Confirm that your bargaining unit position is an eligible career service position (See attached list of eligible career service positions)

! After identifying a private lender of your choice, complete and submit a mortgage application to the lender.

! After submitting your mortgage application to your private lender, **complete and submit to the Department of Housing the following documents:**

- **Fully Completed, original** Community Connections Home Buyer Assistance Program Application
- **Original** CPD, CFD or Career Service Waiver. Fully complete the appropriate form
- **Original** Child Support Affidavit. **The Affidavit must be signed and notarized. All Must Complete this Form** regardless if you have children or not.
- **Original** Economic Disclosure Statement and Affidavit (EDS). **The EDS must be signed and notarized. All Must Complete this Form**
- A copy of your current Pre-Approval Letter
- A copy of your **Signed** Mortgage Application/1003
- Copy of current pay stubs for last three (3) months for all household members over Age 18

- Copy of all sources of income for last three (3) months for all household members over Age 18
- Copy of last two (2) years Federal Tax Returns with all Schedules
- A copy of the Sales Contract or Purchase Agreement

Completed applications should be submitted to:

**Department of Housing
Attn; Community Connections Program
121 North LaSalle Street, City Hall, Room 1000
Chicago, Illinois 60602**

- ! The Department of Housing will notify whether you qualify for assistance under the program.
- ! Assistance under the program will be awarded on a first come, first served basis. Upon approval of your application by the Department of Housing, you must submit a copy of your Mortgage Commitment from the private lender within 60 days and close on the mortgage loan 30 days thereafter, in order to hold your reservation.
- ! Upon approval of the mortgage application the private lender will schedule a loan closing.
- ! Contact the Department of Housing with the date, time and location of the scheduled closing as early as possible. **It will take 15 Business Days, No Exceptions** after receipt of the closing notification to arrange for documents and funding for closing.
- ! The Department of Housing's program closing documents for the deferred/forgivable loan and the City of Chicago wire to fund the loan will be delivered at loan closing.

Please visit our website at www.chicago.gov type in "Community Connections Program" in Search for additional program information.

Should you have any questions or require additional information, you may contact Marcia Baxter at 312. 744. 0696.

Thank you again for your interest in the Community Connections Home Buyer Assistance Program.