



Received Date/Time _____

**The City of Hartford
Employee Homebuyer Assistance Program
Application**

This application must be filled out completely and returned in person or via email to the Housing Division. Off shift employees may inter-office the application. Applications will be time and date stamped when they are received. The receipt of the application will be acknowledged via email or by phone.

Employee Name

Employee ID #

Department Name

Name of Union

Current Address (Number & Street)

Phone Number (Preferred)

Current Address (City and State)

Email address (Preferred)

Please review carefully – only completed applications with supporting documents will be reviewed for consideration. If incomplete, you will need to reapply, which will affect your place in the first-come, first-serve process.

- Indicate the neighborhood where you have identified the house you wish to purchase:

Neighborhood: _____ Address: _____

- Have you obtained a pre-approval from your bank/lender? Yes _____ No _____

Name of Bank/Lender: _____ Email Address: _____

Name of Attorney: _____ Email Address: _____

- Supporting documents. Each applicant **MUST** submit the following in order to obtain a pre-approval for EHAP:

- The City's EHAP Application and Program Disclosure Form
- A copy of the sales contract
- Lender/Bank Pre-Approval Letter
- Attorney's contact information (if determined)

- I confirm that I meet the eligibility requirements:

- I have been employed with the City of Hartford and/or Hartford Board of Education for at least three months at the time of this application, either as a full-time employee or part-time scheduled to work 20 or more hours per week.
- I am "in good standing" (most recent Performance Review is not rated "below satisfactory" and not in any step of the Performance Improvement Plan Process).

Signature

Date

Upon completion, please return along with required supporting documentation to:

**Lorie Lurtin
Division of Housing
260 Constitution Plaza, Plaza Level
Hartford, CT 06103
Lorie.Lurtin@hartford.gov**

Housing Division Use Only

Employment status: Full Time ☐Y ☐N, Part Time ☐Y ☐N | **Union:** ☐Y ☐N

Tax & Violations Delinquency Status: Motor Vehicle ☐Y ☐N, Property ☐Y☐N, Parking Violations ☐Y☐N

Property listed in Hartford: ☐Y ☐N

Date Employee Contacted: _____

Employee Intended Use of Funds:

☐Downpayment ☐Closing Costs ☐Other Expenses _____

Eligibility verified by: _____
Signature

Date