

STEP 1:

Employee contacts the Human Resource Department that serves their facility to determine eligibility and to obtain an information packet including the EAH *Application*.

STEP 2:

Employee completes **Application** and sends to The Housing Partnership along with pre-screen fee of \$50.

STEP 3:

The Housing Partnership contacts employee to schedule evaluation session with Counselor.

STEP 4: Evaluation Session

- Counselor & participant review credit report
- Plan of Action is developed
- Homeownership Counseling requirements are determined
- Remainder of counseling fee is paid

STEP 5:

Participant completes counseling requirements as required by The Housing Partnership Policy and Counselor Assessment.

STEP 6:

The Housing Partnership issues graduation/eligibility letter to Norton and to participant. Norton reserves funds for 120 days.

STEP 7:

Graduate applies for mortgage loan pre-approval with a **Norton-approved lender**.

FINAL STEP:

Graduate shops for a home!



The Housing Partnership, Inc.
502-585-5451



Important Note: Employees who enter into a home purchase contract prior to completing Homeownership Counseling **WILL NOT BE ELIGIBLE** for benefits under the Norton EAH Program.