

Applicant Checklist: Application to Closing

Champlain Housing Trust (CHT) and Green Mountain Habitat for Humanity (GMHfH) help low-income households to become homeowners. Through this partnership, new homes are built by GMHfH and then sold through the Shared Equity program at CHT. **This checklist provides an outline of the entire process if you are selected as a buyer.**

Phase 1: Financial Eligibility and Education

- Submit complete application to CHT
- Get pre-approval from lender
- Attend Shared Equity Information Meeting
- Attend Homebuyer Education Workshop
- Attend Financial Counseling Session
- Receive letter regarding eligibility status from CHT

Contact for Phase

CHT
 802-861-7373
buyahome@getahome.org

Phase 2: GMHfH Eligibility

- Complete and return GMHfH application
- Meet with a member of the Family Selection Committee
- Family Selection Committee reviews all applicants and recommends buyers to the board
- GMHfH Board approves the recommended applicants

Family Selection Committee

Phase 3: Selected Buyers Build Their Homes

- Introduced to Family Support Committee
- Meet to review Handbook
- Create a work plan to complete sweat equity hours
- Create account to log sweat equity hours
- Meet with GMHfH to sign the Partnership Agreement
- Complete weekly logs and check in
- Complete Hours
- Schedule Home Dedication

Family Support Committee

Phase 4: Prepare for Purchase

- Provide proper notice for rental property
- Update CHT with any financial changes
- Attend a financial counseling session at CHT
- Update Pre-approval with Lender
- Sign Purchase and Sale Agreement
- Complete lender requirements
- Schedule a Home Inspection
- Review Legal Documents
- Attend a walk-through of the home
- Get a bank check to pay for closing costs
- Attend closing and purchase the home!

Family Support Committee

CHT Contact
