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**TO:** First Time Home Buyers Program – Participating Lenders/Realtors  
**FROM:**  Aracelis Guzman, FTHB Manager/SHIP Administrator  
**DATE:** May 6, 2008  
**RE:** **FTHB PROGRAM FUNDING (Policy Memo: 08-02)**

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Please be advised that the First Time Home Buyers (FTHB) Program will be accepting loan commitment requests **beginning May 9, 2008**. We are providing \$900,000 in Down Payment Assistance (DPA) funds that will be available for very-low and low income households. All loans will be processed according to our FTHB Guidelines. The funding will be coming from our federal HOME Program. All DPA funds will be on first-come, first-served basis via a Reservation/Commitment type process.

Lenders are required to submit the following forms to reserve the DPA funds:

- Request for Loan Commitment Form
- Household Income & Asset Certification Form
- 3<sup>rd</sup> Party Verification of Employment
- 3<sup>rd</sup> Party Verification of Asset(s) Income

The above forms may be mailed, hand-delivered or faxed to (813) 635-8133. Our goal is to process each request for commitment with the issuance of a Preliminary Eligibility Award Letter within a period of five (5) business days, but it may take longer depending on the volume of commitment requests received.

If you have any question, please feel free to contact me at 813.246.3171 or by e-mail at: [guzmana@hillsboroughcounty.org](mailto:guzmana@hillsboroughcounty.org)

We look forward to our continued partnership with your organization.

Thank you