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**TO:** First Time Home Buyers Program – Participating Lenders/Realtors

**FROM:**  Howie Carroll, Affordable Housing Officer

**DATE:** March 7, 2007

**RE:** **FTHB Program – April 1<sup>st</sup> Deadline (Policy Memo: 07-01)**

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This memo serves as a clarification to my memo dated January 22, 2007. In that memo I stated that all applications for First Time Home Buyers (FTHB) Assistance that have not received approval (via an Eligibility Award Letter) from the County by April 1, 2007, would need to reapply to the FTHB Program. The County has revised our processes slightly to state that, if a client has an application into the County, and if it meets our new guidelines (or has the ability to meet our new guidelines), that application will remain and be processed in the order that it was received. However, if it does not meet the new guidelines, the application would need to be resubmitted, if possible, to conform to our new guidelines. Additionally, if a borrower has an executed construction contract and lender approval prior to April 1st, the County will honor that commitment until the home is constructed and they will not need to reapply.

As always, funds are on a first come, first serve, first eligible basis, while funds remain available.

If you should have any questions, please feel free to contact me by email at:  
[carrollh@hillsboroughcounty.org](mailto:carrollh@hillsboroughcounty.org).

We look forward to our continued partnership with your organization.

Thank you.