



825 Merrimon Avenue
Suite C PMB #141
Asheville, NC 28804
info@abclt.org
828.222.0812

Homeownership Program Process

Below is an overview of the process for buying a home with the Asheville-Buncombe Community Land Trust (ABCLT). These steps are to be completed in the order that they are listed; however, **the homeownership application can be submitted before attending the orientation**. If you are unsure about your eligibility for the program or have additional questions, you can contact Kit Molina-Nauert (kit@abclt.org or 828.380.4229) before submitting an application.

STEP 1: ATTEND ABCLT HOMEOWNERSHIP ORIENTATION

- Orientation is held virtually at 6pm on the 3rd Thursday in February, May, August, and November.
- The orientation registration link can be found on the homeownership tab of our website (www.abclt.org/homeownership).

STEP 2: COMPLETE APPLICATION PACKET

- Fill out the remaining pages of this document.
- Attach documentation for all sources of income.
- Submit a \$25 application fee.

STEP 3: ATTEND ONE-ON-ONE WITH ABCLT STAFF

- Once an applicant has attended an orientation session and submitted a completed application packet, ABCLT staff will process the application and contact the applicant to schedule a one-on-one via Zoom (an in-person option is available if needed).
 - a. Applications typically take two weeks to process.

STEP 4: COMPLETE HOMEBUYER EDUCATION

- Upon completion of the one-on-one, ABCLT staff will email the applicant information to register for the homebuyer education, which will include a coupon code for the course.
- Email the completion certificate to Kit Molina-Nauert (kit@abclt.org).

STEP 5: FOLLOW-UP ONE-ON-ONE WITH ABCLT STAFF

- Once an applicant has completed homebuyer education, ABCLT staff will contact the applicant to schedule a second one-on-one via Zoom (an in-person option is available if needed).
- One-on-ones are completed virtually; however, an in-person option is available if needed.

STEP 6: COMPLETE APPLICATION WITH LENDER FOR PRE-QUALIFICATION

- Upon completion of the second one-on-one, ABCLT staff will refer the applicant to our partner lenders via email.
- Applicant will work directly with each lender to fill out an application, which will require applicant to submit pay stubs, bank statements, etc.

STEP 7: MEET WITH ABCLT STAFF ABOUT PROPERTIES

- Upon receiving a pre-qualification letter from at least one lender, ABCLT staff will contact the applicant to schedule a third one-on-one via Zoom (an in-person option is available if needed).
- Applicant will work with ABCLT staff to view properties that are available for purchase.

STEP 8: SIGN CONTRACT TO BUY A HOME

- Upon choosing a home, applicant will meet in-person with ABCLT staff to sign a purchase contract.
 - a. Applicant will work with ABCLT staff to choose a closing date and a closing attorney.
 - b. Applicant will need to bring a check or money order (payable to Asheville-Buncombe Community Land Trust) for \$500.

STEP 9: CLOSE ON HOME

- Upon contract signing, applicant will work with ABCLT staff and the lender to prepare for closing.
- Applicant and ABCLT staff will coordinate to complete a home inspection prior to closing.
- The lender will choose an appraiser to complete the appraisal prior to closing.

CERTIFICATION AND AUTHORIZATION

I certify that all information contained in this application is true and complete to the best of my knowledge and belief. I authorize the Asheville-Buncombe Community Land Trust to share this information and discuss my application with participating lenders. I consent to the disclosure of income and financial information from my employer and financial references for the purpose of verification related to my application for homeownership and mortgage loan approval. I agree that a photocopy of this authorization may be used for the purposes stated above.

_____	_____	_____	_____
Applicant Signature	Date	Co-Applicant Signature	Date

APPLICATION SUBMISSION

In addition to this completed application, please submit the following:

- \$25 Application Fee - paid online (www.bit.ly/abcltfee) or by check or money order payable to Asheville-Buncombe Community Land Trust.
- If employed full-time or part-time, two months of most recent paystubs. If self-employed, attach two years of most recent tax returns. If applicable, attach income verification documentation from other sources (social security, SSI, disability, pension, retirement, child support, alimony, rental income, etc.).

Mail Completed Application To: Asheville-Buncombe Community Land Trust
825 Merrimon Avenue Suite C PMB #141
Asheville, NC 28804

Or Email Completed Application To: Kit Molina-Nauert (kit@abclt.org)

If you need to arrange an alternate method of application submission, call 828.380.4229.

ABCLT will not process an application that does not include paystubs and the application fee.

ABCLT USE ONLY

- Application: _____
- Paystubs: _____
- \$25 Fee: _____



Homeownership Application

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APPLICANT INFORMATION

Applicant First Name: _____ Last Name: _____

Current Address: _____

Phone #: _____ Email Address: _____

*Race: American Indian / Alaskan Native Asian or Pacific Islander Black or African American
 Caucasian Hispanic Other

*Marital Status: Single Married Separated Divorced Widowed

Social Security # or Individual Taxpayer Identification #: _____

Are you a veteran? Yes No

Do you have a voucher form the Housing Authority? Yes No Not Sure

Have you checked your credit report in the last six months? Yes No

If yes, what is your credit score? 619 or less 620-649 650 or higher

Are you currently a co-signer on any loans? Yes No

CO-APPLICANT INFORMATION

A co-applicant is considered anyone over the age of 18 years who will be occupying the home permanently.

Co-Applicant First Name: _____ Last Name: _____

Current Address: _____

Phone #: _____ Email Address: _____

*Race: American Indian / Alaskan Native Asian or Pacific Islander Black or African American
 Caucasian Hispanic Other

*Marital Status: Single Married Separated Divorced Widowed

Social Security # or Individual Taxpayer Identification #: _____

Are you a veteran? Yes No

Do you have a voucher form the Housing Authority? Yes No Not Sure

Have you checked your credit report in the last six months? Yes No

If yes, what is your credit score? 619 or less 620-649 650 or higher

Are you currently a co-signer on any loans? Yes No

**These questions are for demographic purposes only and will not affect your eligibility for homeownership.*

HOUSEHOLD INFORMATION

Please list everyone who will be occupying the home permanently, including minors.

Household Member Name	Relationship to Applicant	Gender	Date of Birth	Student? (Y/N)
	Self			

EMPLOYMENT INFORMATION

Please list income for all household members who receive self-employment, wages/salary, overtime, commission, bonuses, etc.

Household Member Name	Employer Name	Dates of Employment	Full-/Part Time

OTHER INCOME INFORMATION

Please list income for all household members (including minors) who receive social security, SSI, disability, pension, retirement, child support, alimony, rental income, etc.

Household Member Name	Type of Income	Notes or Clarification

If you receive child support, is it court ordered? Yes No

FINANCIAL INFORMATION

Assets

Please list assets for all household members (checking account, savings, retirement, CD, money market, etc.).

Account Holder Name	Institution	Type of Account	Balance
		<input type="checkbox"/> Checking or Savings <input type="checkbox"/> Investments	\$
		<input type="checkbox"/> Checking or Savings <input type="checkbox"/> Investments	\$
		<input type="checkbox"/> Checking or Savings <input type="checkbox"/> Investments	\$
		<input type="checkbox"/> Checking or Savings <input type="checkbox"/> Investments	\$
		<input type="checkbox"/> Checking or Savings <input type="checkbox"/> Investments	\$

Debt

Please list debt for all household members (credit card bills, medical bills, car payments, student loans, personal loans, etc.).

Account Holder Name	Lender	Type of Account	Unpaid Balance	Payment Amount
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

Community Involvement

Please list your past and present involvement and commitment to the community as evidenced by memberships on boards, commissions, and organizations (neighborhood, civic, business, community, fraternal, nonprofit, political, professional, recreational, religious, and social).

Organization	Role / Title	Dates of Service

Please describe any other volunteer experience: _____

OTHER INFORMATION

Has the applicant or co-applicant owned a home in the last three years? Yes No

Is the applicant or co-applicant currently in a lease? Yes No

If yes, when does your lease end? _____

How much is your rent per month? _____

Are any utilities included in your rent each month? Yes No

If yes, which utilities are included? _____

Has the applicant or co-applicant completed homebuyer education in the past two years? Yes No

If yes, what was the date of completion? _____

Do you anticipate any changes in household size and/or income in the next six months? Yes No

If yes, please explain: _____

Is the applicant or co-applicant currently working with a real estate agent? Yes No

If yes, who is your real estate agent? _____

How did you hear about ABCLT? _____

Is the applicant or co-applicant currently a member or volunteer of ABCLT? Yes No

Is the applicant or co-applicant at risk of being displaced from your current home? Yes No

If yes, please explain: _____

Has the applicant or co-applicant been displaced from housing in the past? Yes No

If yes, please explain: _____

If you have a preference for any particular neighborhoods in Buncombe County, please list those here and describe any history of residence in those neighborhoods: _____
