

Builder Letterhead

(DATE)

Nebraska Housing Resource
1230 "O" Street, Suite 240
Lincoln, NE 68508

RE: NHR Homeownership Opportunity Program – Builder's Letter of Interest to Participate

Dear Nebraska Housing Resource:

The purpose of this letter is to set forth the interest of _____ (the "Builder") in participating in Nebraska Housing Resource's (the "NHR") Homeownership Opportunity Program (the "HOP") for builders constructing for sale affordable homes to qualified homebuyers. The Builder acknowledges receiving the NHR Homeownership Opportunity Program guidelines (the "Guidelines") which provides the requirements for participating in the HOP. The Builder is also submitting a Statement of Qualifications as Exhibit A.

1. DESCRIPTION OF PROPERTY(S). The location and price point of the initial property or properties proposed to be built, being built, or built, but not occupied, and offered to homebuyers is/are:

<i>Address</i>	<i>Legal Description</i>	<i>Price Range</i>

It is the Builder's intent to sell the above properties to qualified homebuyers; however, it is understood that the Builder is not prohibited from selling any of these properties to buyers otherwise not qualifying for the HOP financial assistance being offered by NHR. The Builder reserves the right to request NHR to allow other property not listed above as additional eligible property(s) for the HOP as may be needed from time to time to maximize use of the HOP funds.

2. SELLING PRICE. The proposed selling price range of the completed homes including the lot price or value are noted in the table in **1.** above and it is understood that HOP follows the maximum purchase price limit which as of this date is \$420,000 as determined by an appraisal.

3. HOMEBUYER. In order for the homebuyer to apply for the HOP financial assistance as noted in **5.** below, the Builder acknowledges the homebuyer must:

- a) be pre-qualified in writing for a first mortgage by a regulated mortgage financing entity or other approved mortgage lender;
- b) complete and submit the signed application provided by NHR for the HOP funds;
- c) provide all documents required by NHR in order for NHR staff to make an eligibility determination;

- d) have household income by family size that does not exceed 120% of the Area Medium Income guidelines as annually released by the Nebraska Dept. of Economic Development and included as Exhibit B in the Guidelines;
- e) complete a Home Buyer Education class through eHome America and provide a Certificate of Completion; and,
- f) agree to sign a Loan Agreement, Promissory Note, and Deed of Trust that will be filed on the property with the county Register of Deeds and which secures the NHR HOP financing.

4. APPROXIMATE OCCUPANCY DATES. The Builder's intent is to have built and sold the property(s) listed in the table in **1.** above or additional property(s) that have been pre-approved by NHR for the HOP within two years of the approval date unless otherwise mutually agreed to in writing.

5. AMOUNTS OF SUBORDINATED FINANCING. The Builder acknowledges the HOP financing for qualified buyers:

- a) provides for a subordinate mortgage for down payment assistance, subject to the builder's and first mortgage lender's determination of the actual amount to offer the buyer not to exceed \$15,000;
- b) is a subordinated loan secured by a Deed of Trust that has no interest and requires no amortizing payments, but it is due-on-resale of the home by the first-time buyer; and,
- c) is not a grant nor is it forgiven but provides additional cash at closing for homebuyers to buy the home.

6. EQUAL HOUSING OPPORTUNITY. The Builder or anyone acting as the Builder's sales representatives or agents adhere to the Fair Housing Act and do not discriminate in the sale of property on the basis of race, color, religion, sex, handicap, familial status, or national origin. The Builder and the Builder's sales representatives or agents do not establish discriminatory terms or conditions in the purchase nor advertise that the property is available only to persons of a certain race, color, religion, sex, handicap, familial status, or national origin.

7. BUYER/SELLER CLOSING CONDUCTED BY TITLE COMPANY. The Builder acknowledges that when the property or properties are sold to the qualified homebuyer that a mutually agreed upon professional Title Company will be used and that NHR's HOP funds will be paid to the selected Title Company on behalf of the first time homebuyer at the time of closing.

8. CONFIDENTIALITY. The Builder agrees to and also expects NHR to make good faith efforts to hold all Builder and homebuyer-applicant financial and other confidential information in confidence and will not disclose this information to any person or entity without prior written consent from the Builder and the buyer.

9. NON-BINDING. This Letter of Interest does not, and is not intended to, contractually bind the Builder, and is only an expression of the Builder's basic objective to participate in NHR's HOP. NHR and the Builder may not rely on this Letter as creating any legal obligation of any kind and the Builder understands neither party has taken or will take any action in reliance on this non-binding Letter of Interest, whether a contract claim, a claim for reliance or estoppel (such as a claim for out-of-pocket expenses incurred by a party), or a claim for breach of any obligation to perform in good faith.

10. REPRESENTATION ON AUTHORITY OF SIGNATURE. The person signing this Letter represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Letter of Interest on behalf of the Builder.

This Letter of Interest reflects the Builder's understanding of the Guidelines and sets forth the basis for the Builder's request to participate

BUILDER SIGNATURE:

BY:

NAME AND TITLE

DATE:

EXHIBIT A

**Builder Statement of Qualification
NHR's Homeownership Opportunity Program**

Nebraska Housing Resource is requesting that builders meet minimum qualifications and are actively involved in building for sale homes in the affordable price range as set forth in the Homeownership Opportunity Program (HOP).

Please submit responses to the following areas of inquiry and attach to the HOP Letter of Interest:

Company Name:
Address:
City/State/Zip:
Phone:
Email Address:
Company Website:

1. ORGANIZATION:

- Date the company started building houses
- Owner/President's name
- Other owner members
- Type of other work company performs other than building houses

2. MEMBERSHIP:

- Is your company currently a member of Home Builders Association of Lincoln (HBAL) or is your company willing to become an HBAL member in order to participate in NHR's HOP?

3. EXPERIENCE:

- Types of projects company has been involved with
 - List or attach a list of houses by address completed and the selling price of each
 - List or attach a list of houses by address currently under construction not included in Paragraph 1 of this Letter of Interest