Quincy Association of REALTORS®

VETERAN’S HOUSING OPPORTUNITY GRANT

Instruction Guide

In this packet you will find materials needed to prepare and complete your Housing Opportunity Grant application. With the assistance of your Sponsor, you will be able to complete the application and assemble all of the documentation necessary to make a grant request that can be quickly approved.

If you are seeking rental assistance to secure a new lease please refer to paragraph “A” for your instructions, applicants seeking purchase assistance please see paragraph “B” on page 2.

Once your completed application has been received by the Grant Committee your request will be reviewed for approval. If approved, you or your Sponsor will be promptly contacted by the Grant Committee with further instructions on how funds will be applied to your rental or purchase.

1. **Rental Assistance**

NOTE: Rental Assistance is to provide security deposit, first month’s rent or other advance deposits, such as cleaning or pet deposits for Residential rental situations only. This will include apartments, duplexes, condos or any attached/detached single family homes. This assistance is NOT available for short term hotel accommodations, back rent due or any costs for arrears in an existing rental situation. A new written lease is required for Rental Assistance. Funds will be paid directly to the Lessor.

 Items needed for rental grant approval:

1. Completed Application for Assistance signed by QAR sponsor

**WHO IS A SPONSOR?** Any **Quincy Association of REALTORS® member**, any **QAR Lender Affiliate Member** or any **Quincy Association of REALTORS® Veteran’s Housing Opportunity Grant committee member** can act as your Sponsor. Your Sponsor will assist you with completing and submitting your application then will follow up with you in the future to report on how the grant has helped you and any other ways you have benefitted from the program.

1. Copy of DD214 or if active, statement of service from CO, showing applicant in good standing
2. Copy of lease with Lessor contact information
3. Proof applicant successfully completed **Everyday Life Skills Rental Program**-to schedule your class **call Madonna House at 217-224-7771 and ask for Cindy Grawe at extension 6.** Plan for approximately 2 hours to complete the training.
4. Upon completion, you will be given a signed verification letter you must present to the grant committee for final approval. You can deliver to Quincy Association of REALTORS® 1535 Broadway Quincy or email QAR@adams.net. Documentation can also be emailed to Glenn@adams.net for processing.
5. **Purchase Assistance**

NOTE: Purchase Assistance may be used for buyer prepaid loan costs, inspections or down payment assistance. This assistance is NOT available to offset seller expenses of any kind. Funds will be paid directly to the transaction Closing Agent.

Items needed for purchase grant approval:

1. Completed Application for Assistance signed by QAR sponsor

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1. Copy of DD214 or if active, statement of service from CO, showing applicant in good standing
2. Copy of accepted Contract to Purchase showing signatures, final price & address
3. Copy of loan preapproval letter
4. Buyer Certificate of completion for MGIC Homebuyer Education Program. The Homebuyer Education is an online program offering coursework related to the home buying process and follows with an online test. To participate, please go to: **https://www.mgichome.com/**
5. After successful completion of the Homebuyer Program your Certificate of Achievement will be sent to your email. You must present your certificate to the grant committee for final approval. You can deliver to Quincy Association of REALTORS® 1535 Broadway Quincy or email QAR@adams.net. Documentation can also be emailed to Glenn@adams.net for processing.

Note: Everyday Life Skills rental program and MGIC Homebuyer Education may be completed prior to application or after grant approval. If you are approved for the grant but have NOT already completed the required education program, your grant funds will be held for 15 days after approval. If your letter/certificate of completion is not received within 15 days of grant approval your application request will be canceled.

NOTE: Allow for 2 weeks processing time once Grant Committee has approved your grant application. Be prompt in making your grant request to meet your closing/lease signing timeframe.