

Cornwall Housing Corporation
Procedures for the Selection of Candidates for
Affordable Housing Program(AHOP).Formerly the Parcel Program

I. Applicants for parcels must meet the following qualifications:

1. Applicants' income is within the accepted limits (80% of "Litchfield County median family income" as set by the State Department of Economic and Community Development.) See attached schedule.
2. Applicants must occupy the home as their full-time residence.
3. Applicants must demonstrate their ability to:
 - a) finance the the home (as evidenced by preliminary mortgage approval from a bank)
 - b) agree to occupy the home *within 3 months of closing*
5. Applicants agree to accept all conditions in the leasehold agreement. *Note the lease fee of \$300/year.*
6. The applicants must sign the leasehold agreement within two months of being assigned the parcel, or lose it. They will be responsible for the payment of insurance and any town real estate taxes from the time of signing.

II. Procedures for qualifying candidates

1. Satisfactory completion of these steps places applicants on the waiting list.
 - a) Completion of the application form, with family, financial, employment and rental history (copy attached).
 - b) Submission of copies of tax returns for the previous two years;
 - c) Submission of credit-check authorization form.
 - c) References as requested.
 - d) Interview with selected board members
 - e) ***completion of financial "fitness" course or similar financial education course with documentation provided***

2. The CHC Parcel Program committee will review all documents to determine whether the candidate meets the qualifications.
3. Eligible candidates will be offered available parcels/houses in the order established by the waiting list. The CHC reserves the discretion to match candidates with available houses based on family size and special circumstances.
4. If a candidate refuses the offer of a parcel/house, the next candidate in line will be offered the same parcel/house.
5. A candidate at the top of the waiting list who has twice refused the offer of a parcel/house will then be placed at the bottom of the list.
6. The waiting list and the list of those who have been assigned parcels will be reviewed and updated once a year to be sure that they are current. In addition, candidates must inform the CHC in writing of any change of address and/or significant alteration of financial status, plans or preferences. Failure to keep the CHC informed of such changes may jeopardize waiting list position.

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