

NSP STEPS – SUMMARY

1. Read, understand and sign all program application Disclosures.
2. Be Pre-Qualified/Pre-Approved by a participating, approved Lender. You should schedule your appointment to submit your application to CRA of Florida, once you have received your pre-approval/pre-qualification from one of the participating lenders.
3. Return the completed application with a Pre-Qualification/Pre-Approval Letter from the approved Lender.
4. If you qualify for the City's NSP Purchase Assistance Program, you will receive a "Conditional Notice of Eligibility/Award" reserving funds for you and giving you a date by which you must find an eligible property.
5. Evaluate eligible properties within the target NSP areas. **DO NOT ENTER INTO ANY "CONTRACT FOR SALE AND PURCHASE" UNTIL YOU HAVE RECEIVED A "NOTICE OF AWARD" LETTER.**
6. Attend and satisfactorily complete a HUD approved 8-hour Homebuyer's Education Class.
7. Have the property you wish to purchase inspected and appraised to ascertain its eligibility.
8. Ensure property meets all NSP Program Guidelines.
9. Have Purchase Contract accepted by Seller. Contract must contain all required program conditions and disclosures. Failure to meet all requirements will void the "Notice of Award".
10. Obtain mortgage commitment from your Lender; close on property and occupy as your primary residence.
11. Address minor repairs in home according to NSP program rehabilitation standards.