



Updated 1/27/2025

Orange County Workforce Housing Klondike Development APPLICATION

Program Requirements

- Applicant or Co-Applicant must be employed by an **Orange County** business. To verify employment, application must include one (1) month of most recent pay stubs along with a letter, on company letterhead, stating dates of employment.
- Applicant must be at least eighteen (18) years of age. Copy of Driver's License or State Identification must be included.
- Each Workforce Housing unit must be owner occupied, and owner commits to remain in the Workforce Housing unit for three (3) years. If you are unable to remain in the unit for the required three (3) years, the unit must be sold back to Developer so that the unit remains Workforce Housing (see covenants for details).
- Workforce Housing applicants must be pre-qualified for **at least \$192,500** mortgage and present a letter from the lending institution that specifies the type of mortgage that will be used for purchase of the housing unit.
- Adhere to the covenants of the development (see attached).

How the Program Works

- Application and required documents are submitted to OCEDP.
- As housing units become available, they will be announced on the OCEDP website (www.ocedp.com) with listing details for the specific unit.
- An Open House event will be hosted for each available home so that prospective homebuyers can view the home. Notification stating date(s) of Open House event will be available through various platforms including OCEDP website, social media channels, local radio and newspaper ads.
- Prospective homebuyers will have ten (10) days to notify OCEDP that they would like to be added to the drawing that will take place for the purchase of the available home. The 10-day period begins with the Open House event.
- At the close of 10 days, a drawing will be conducted to determine the homebuyer. All interested parties will be notified whether they were drawn or not.
- A purchase agreement between homebuyer and home seller will be signed.
- Homebuyer will have up to sixty (60) days to complete the "closing" process.
- If the potential homebuyer cannot meet the terms of the purchase agreement, a new drawing will take place and notifications will be made.

Applicant Name: _____ Date of Birth: __/__/__

Co-Applicant Name: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Phone: _____

Email: _____

Employer: _____ Dates of Employment: _____

Are you pre-approved for at least \$192,500 mortgage: Yes _____ No _____

Lending Institution: _____

Lender Name: _____

Loan Type: _____

Initial here if you would like to be automatically entered into ALL Orange County Workforce Housing drawings for which you qualify: _____

Please check below that all required items are included with your application packet:

- One (1) month of most recent pay stubs
- A letter, on company letterhead, stating dates of employment
- Copy of Driver's License or State Identification must be included
- A letter from the lending institution that specifies the type of mortgage that will be used for purchase of the housing unit

Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

OCEDP Representative: _____ Date Received: _____