

**Employer-Assisted Housing Benefit Plan
Certification of Employee Eligibility to Apply for EAH Benefit Loan**

TO: Lender _____

Address _____

Attention: _____

RE: Name of Employee _____

Address of Property to be Purchased _____

Scheduled Closing Date _____

We <Employer> offer the Employer-Assisted Housing Benefit Plan ("EAH Benefit Plan") to help our employees realize the dream of homeownership. The EAH Benefit Plan offers loans for down payment, closing costs, or permanent interest rate buy down on the purchase of a home ("EAH Benefit Loan"). The EAH Loan offers the employee <GENERALYY DESCRIBE TERMS OF EAH BENEFIT>. For more information on the EAH Program, or for a copy of the EAH Benefit Plan Description, please call [fill in telephone number].

EAH Benefit

The employee named above ("Employee") has applied to you for a mortgage loan. <Employer> certifies that Employee is eligible to apply for an EAH Benefit Loan under the EAH Benefit Plan as follows:

- EAH Loan in the amount of \$ _____; [] monthly interest payments of \$ _____ each
- The EAH Benefit Loan is subject to approval by <EMPLOYER>.

Related Mortgage Information

If you approve Employee's Mortgage Application, please forward to us the following documents ("Related Mortgage Information"):

- a copy of your typed and signed Related Mortgage Application(s),
- a copy of each Related Mortgage Commitment,
- the scheduled Closing Date,
- the name and address of the Settlement Agent,
- a copy of the Good Faith Estimate, and
- wire transfer instructions

These documents and a copy of this Employee Certification should be sent, by overnight courier, *no later than two weeks prior to the scheduled Closing Date*, to:

EAH Plan Administrator: _____
Address: _____
Telephone Number () _____

(Date)

Human Resources