



**HOUSE KEYS FOR EMPLOYEES PROGRAM APPLICATION**

Employee Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Department: \_\_\_\_\_

Employment Status (check one):       Full-time       Part-time/Grant funded

HK4E Match Amount Requested (up to \$2,500): \_\_\_\_\_

Please note that this amount is subject to all applicable federal and state taxes such as income tax and FICA.

I, THE UNDERSIGNED, HEREBY CERTIFY THAT I AM QUALIFIED FOR A COMMUNITY DEVELOPMENT ADMINISTRATION (CDA) LOAN THROUGH THE MARYLAND MORTGAGE PROGRAM (MMP) OPERATED BY THE MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT.

In addition to meeting the requirements for a CDA/MMP loan, I also agree to the following conditions:

1. The home that I am purchasing is located in Kent or Queen Anne’s County, Maryland.
2. I understand that this program is available on a first-come, first-served basis and levels of available funding are determined each fiscal year through the budget process. Furthermore, I understand that my application will not be processed unless it is complete and includes all necessary attachments.
3. I understand that I must maintain either full-time or part-time employment with Washington College for a period of five (5) years from the date of closing on the home; if I fail to do so I will be responsible for repaying the outstanding balance of the grant.
4. Settlement/closing on the home must take place within 120 days after I receive notice (verbal or written) from the FCAA or the Office of Human Resources that I have been approved for a loan under the House Keys for Employees Program.

\_\_\_\_\_  
Employee/Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval by Director of Human Resources

\_\_\_\_\_  
Date