



Received Date/Time \_\_\_\_\_

**The City of Hartford  
Employee Homebuyer Assistance Program  
Application**

*This application must be filled out completely and returned in person or via email to the Housing Division. Off shift employees may inter-office the application. Applications will be time and date stamped when they are received. The receipt of the application will be acknowledged via email or by phone.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee ID #

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Name of Union

\_\_\_\_\_  
Current Address (Number & Street)

\_\_\_\_\_  
Phone Number (Preferred)

\_\_\_\_\_  
Current Address (City and State)

\_\_\_\_\_  
Email address (Preferred)

*Please review carefully – only completed applications with supporting documents will be reviewed for consideration. If incomplete, you will need to reapply, which will affect your place in the first-come, first-serve process.*

- Indicate the neighborhood where you have identified the house you wish to purchase:

Neighborhood: \_\_\_\_\_ Address: \_\_\_\_\_

- Have you obtained a pre-approval from your bank/lender? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Bank/Lender: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Attorney: \_\_\_\_\_ Email Address: \_\_\_\_\_

- Supporting documents. Each applicant **MUST** submit the following in order to obtain a pre-approval for EHAP:

- The City's EHAP Application and Program Disclosure Form
- A copy of the sales contract
- Lender/Bank Pre-Approval Letter
- Attorney's contact information (if determined)

- I confirm that I meet the eligibility requirements:

- I have been employed with the City of Hartford and/or Hartford Board of Education for at least one year at the time of this application, either as a full-time employee or part-time scheduled to work 20 or more hours per week.
- I am "in good standing" (most recent Performance Review is not rated "below satisfactory" and not in any step of the Performance Improvement Plan Process).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Upon completion, please return along with required supporting documentation to:

**Lorie Lurtin  
Division of Housing  
260 Constitution Plaza, Plaza Level  
Hartford, CT 06103  
[Lorie.Lurtin@hartford.gov](mailto:Lorie.Lurtin@hartford.gov)**

**Housing Division Use Only**

**Employment status:** Full Time ☐Y ☐N, Part Time ☐Y ☐N | **Union:** ☐Y ☐N

**Tax & Violations Delinquency Status:** Motor Vehicle ☐Y ☐N, Property ☐Y☐N, Parking Violations ☐Y☐N

**Property listed in Hartford:** ☐Y ☐N

**Date Employee Contacted:** \_\_\_\_\_

**Employee Intended Use of Funds:**

☐Downpayment ☐Closing Costs ☐Moving Expenses ☐Furniture and/or Appliances

☐Post Closing Home Improvements and/or Repairs ☐Other Expenses \_\_\_\_\_

Eligibility verified by: \_\_\_\_\_  
Signature Date