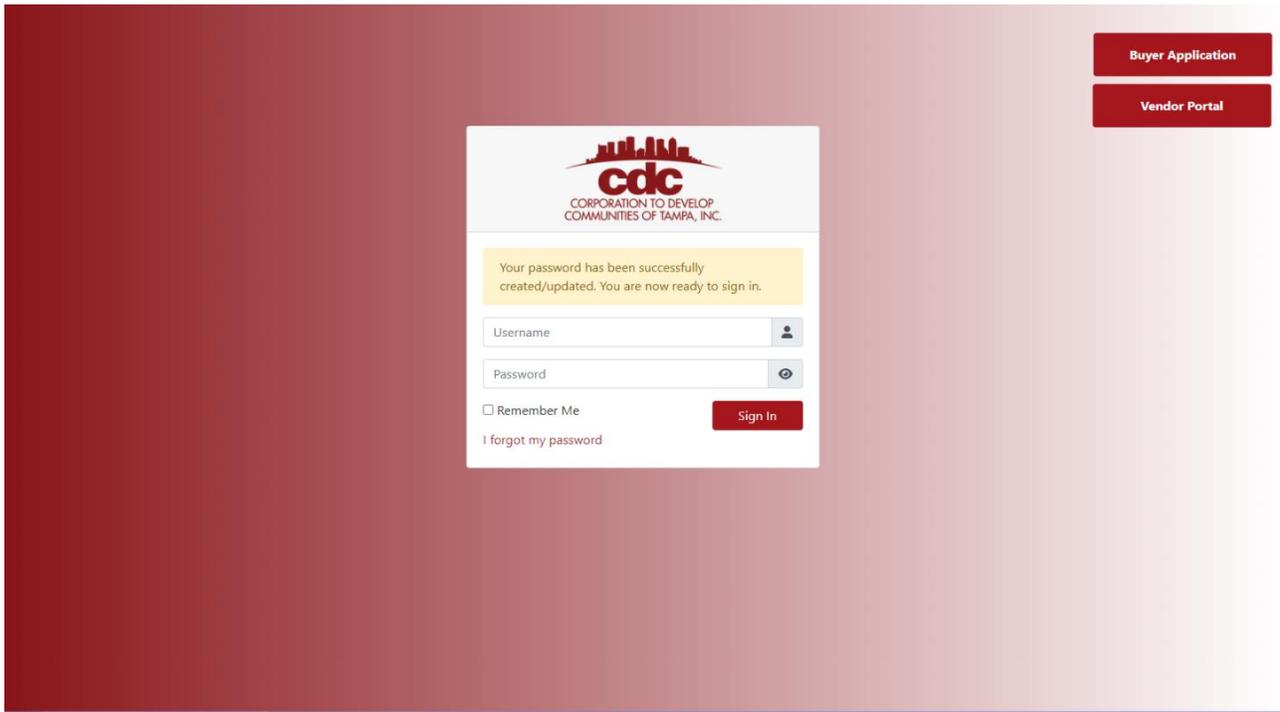


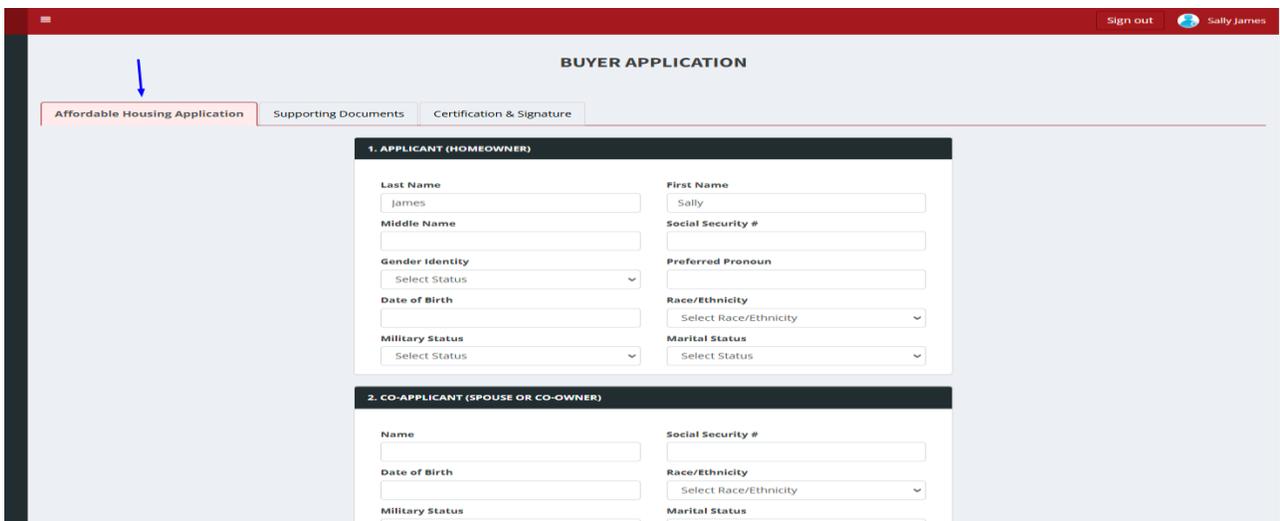
How To Complete the Online Affordable Housing Application

In order to complete the online Affordable Housing Application, you must have a buyer account in the system. To create a Buyer account, visit <https://cdcre.org>

1. Enter your “Username” and Password” in the fields and click the red “Sign In” button.



2. Once you have signed in, you will be taken to the “Affordable Housing Application” tab to begin completing the form.



3. Complete all required fields in this tab before clicking the red “Save & Continue” button at the bottom of the page.

8. ASSETS

Do you, or any member of your household, have any of the following accounts?
Checking, Savings, Investments, Cash Accounts, Certificate of Deposit, Other Accounts

If yes, please list by clicking on the green Add Assets button for each account.

Member	Type of Account	Institution	Account #	Action
Janice Matthews	Checking	Bank of America	M4587412	<input type="button" value="x"/> <input type="button" value="Add"/>

9. OTHER DATA

Did you use a counseling agency? If yes, then Select a counseling agency. Select from dropdown.

Counseling Agent Name

Please select the CDC property you are interested in purchasing.

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4. If any of the required fields are not completed when you click the red “Save & Continue” button, you will then receive an “Incomplete Form” pop-up on the page. This lists the item(s) that need to be completed.

Incomplete Form

The following fields are required and have not been filled out:
Applicant Social Security #

8. ASSETS

Member	Type of Account	Institution	Account #	Action
Janice Matthews	Checking	Bank of America	M4587412	<input type="button" value="x"/> <input type="button" value="Add"/>

9. OTHER DATA

Did you use a counseling agency? If yes, then Select a counseling agency. Select from dropdown.

Counseling Agent Name

Please select the CDC property you are interested in purchasing.

- Click the blue “Okay” button on the pop-up to clear the screen. The system will take you to the first field with missing information. It will be highlighted in red. Scroll down to view any additional missing items. They too will be highlighted in red.

Affordable Housing Application Supporting Documents Certification & Signature

1. APPLICANT (HOMEOWNER)

Last Name: Matthews

First Name: Janice

Middle Name: [Empty]

Social Security #: [Red box]

Gender Identity: Female

Preferred Pronoun: [Empty]

Date of Birth: 02/19/1972

Race/Ethnicity: White

Military Status: Discharged

Marital Status: Married

- Once you have completed all of the required fields on this tab, click the “Save & Continue” button and **proceed to the next tab, “Supporting Documents.”**

On this tab you will upload all of the required documentation that is needed to complete the application. You must upload a minimum of one document per section before you will be able to submit your application.

The update is complete.

BUYER APPLICATION

Affordable Housing Application Supporting Documents Certification & Signature

LIST OF REQUIRED DOCUMENTS

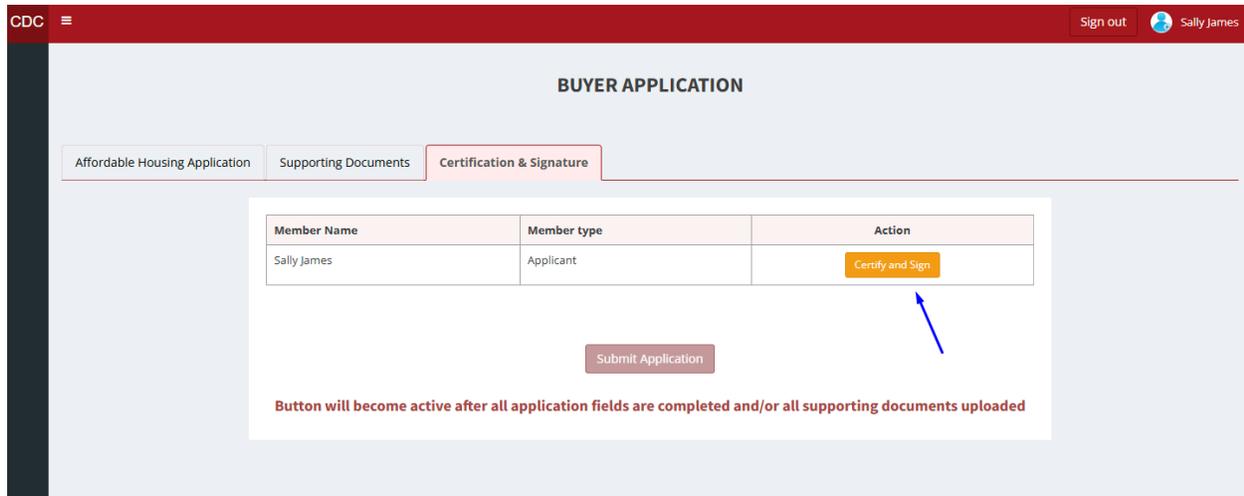
Document Type	Document(s)	Action
Copy of photo identification	Not Uploaded	Upload
Proof of all income for each household member (i.e. six most recent pay stubs, award letters, child support, etc.)	Not Uploaded	Upload
Current six months of bank statements for each bank account.	Not Uploaded	Upload
W2s and tax returns for the past two years (all pages)	Not Uploaded	Upload
Contact information for employer will be needed for verification of employment	Not Uploaded	Upload

NOTICE: All five of the above-referenced sections are required for a complete application submission. The system will not accept an incomplete submission.

You have uploaded documentation for 0 of 5 sections.

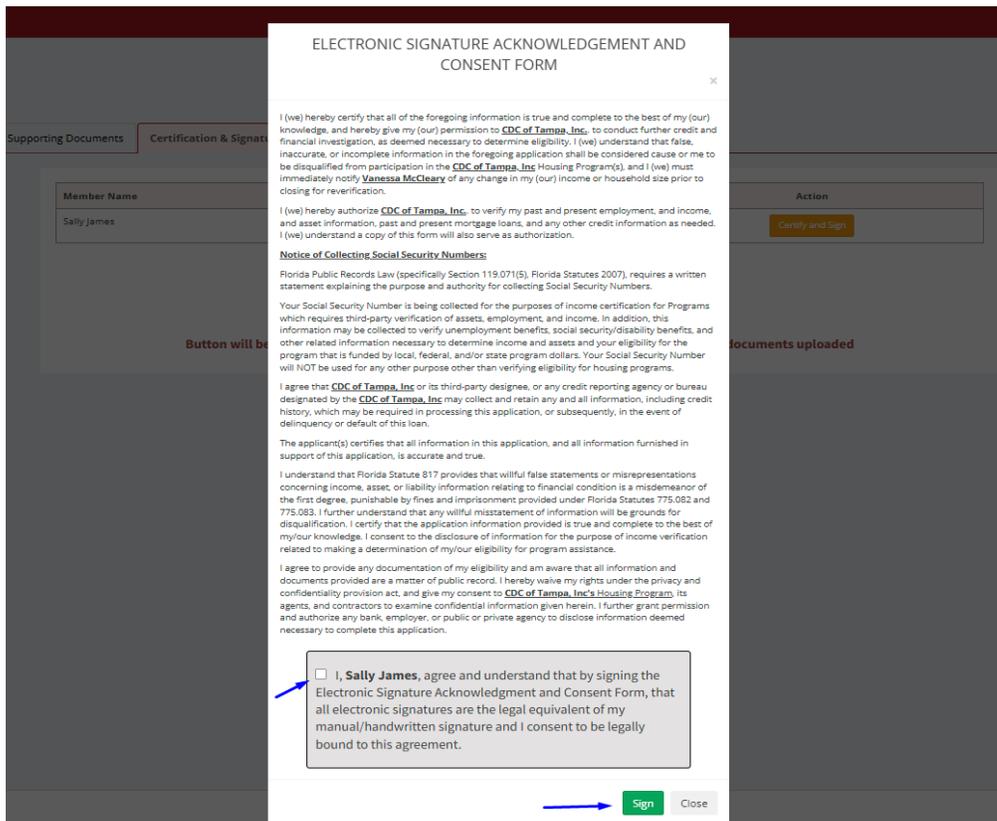
Once you have uploaded all the documents, the statement at the bottom of the page will update to, “You have uploaded documentation for X of 5 sections.” If you have not completed all the uploads, you may still continue to the final tab, “Certification & Signature.”

- Once you are on the “Certification & Signature” tab you will see a list of all household members over 18 years old. Click on the orange “Certify and Sign” button for each household member listed.



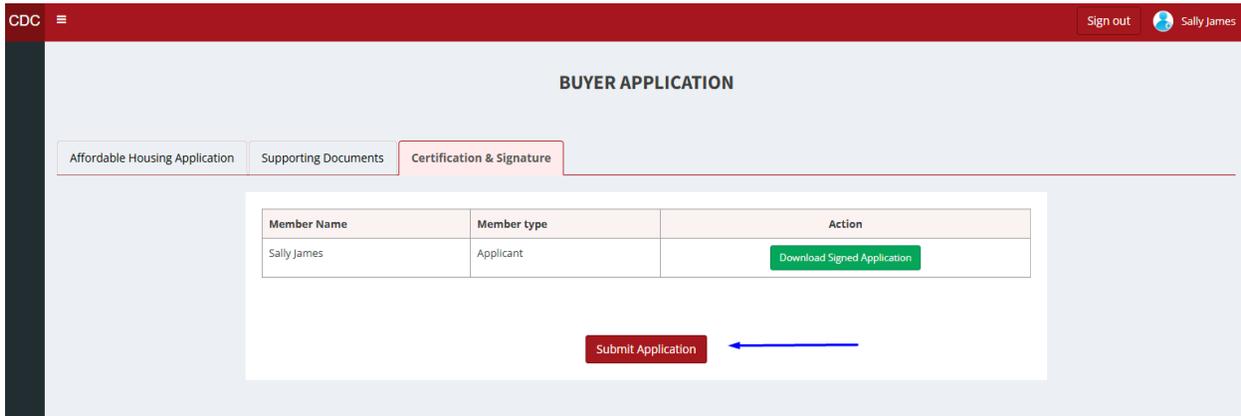
You must complete the Certify and Sign action for all household members listed in this tab.

- When you click on the “Certify & Sign” button a pop-up will appear on the page. At the bottom of the pop-up you will e-sign the Certification by putting a check in the box and then clicking the green “Sign” box.

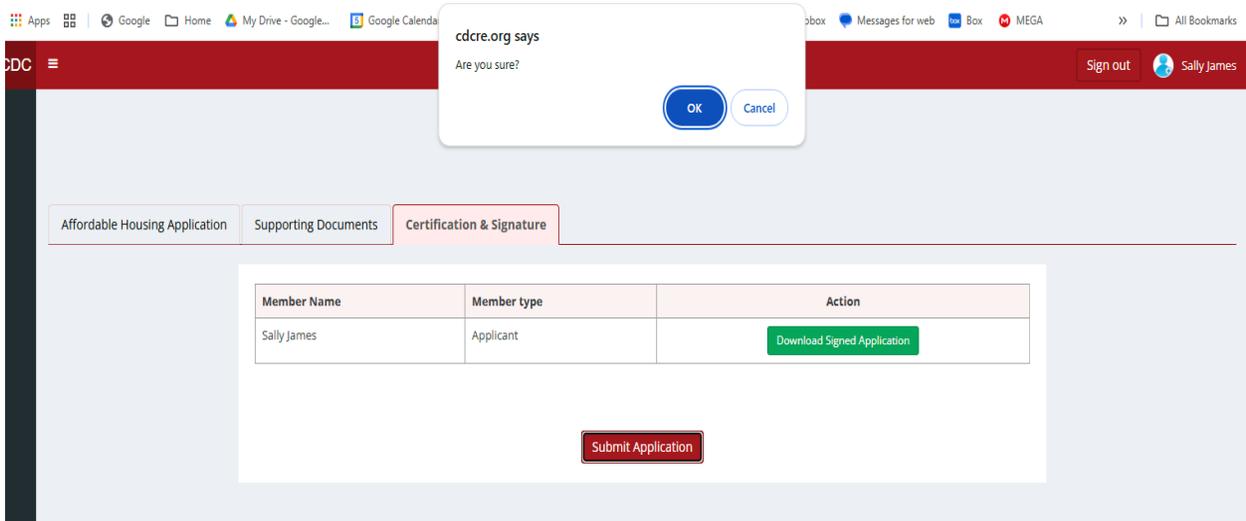


Once you click the “Sign” button in the pop-up you will automatically be directed back to the list of household members on the Certification & Signature tab.

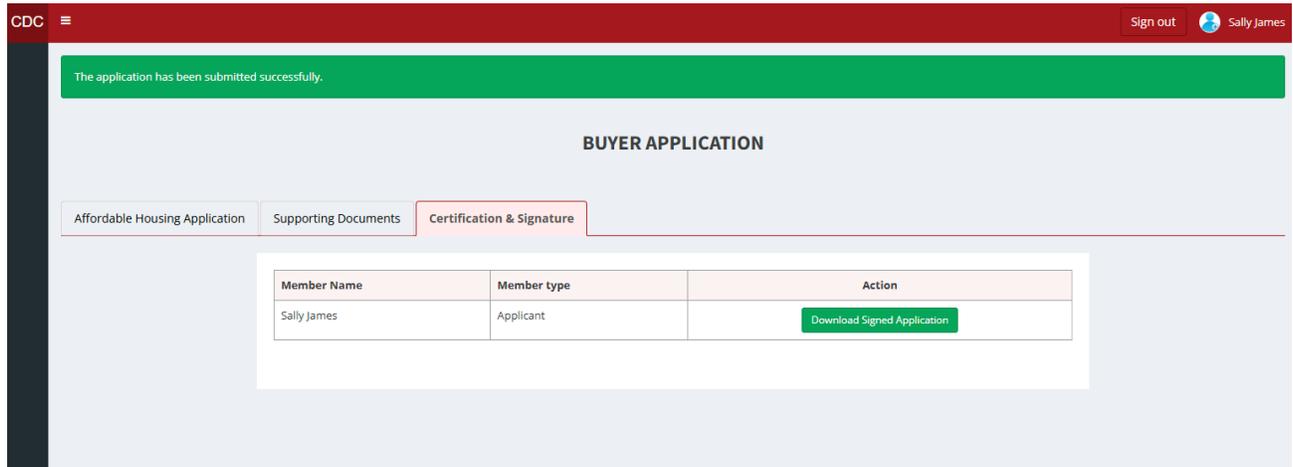
9. Once all household members' have completed the Certify & Sign the "Submit Application" button will become active. At that time the application is ready for submission. Click the button to forward the application to the CDC.



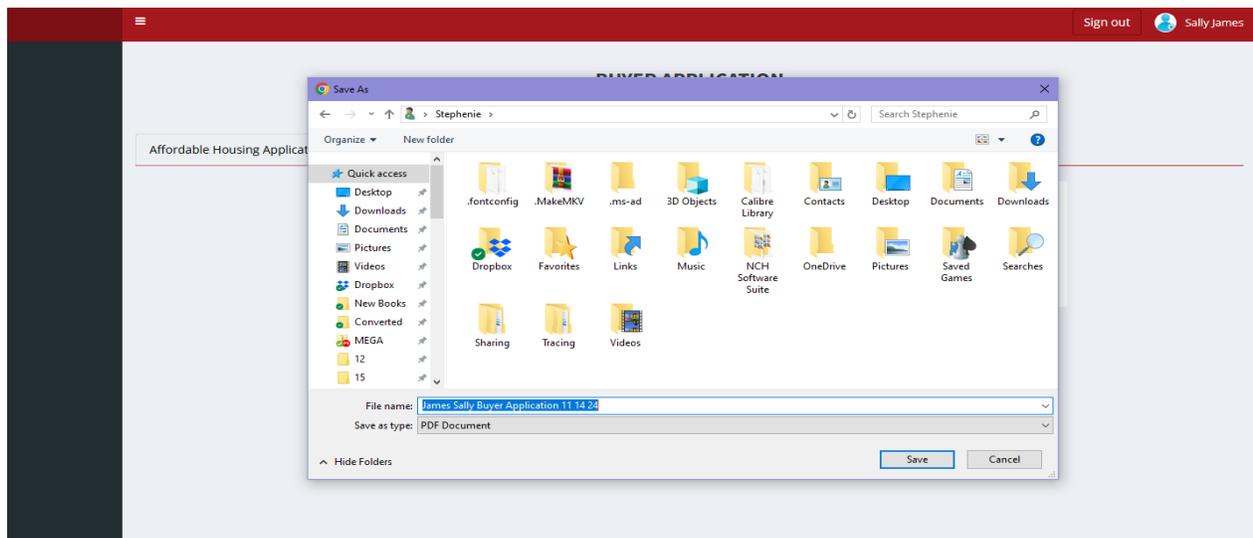
10. Once you click on the "Submit Application" button, you will receive a pop-up stating, "Are you sure?" Click "Ok" in the pop-up to confirm your choice.



11. A green banner will appear on the top of the page stating: The application has been submitted successfully. You can now download a copy of your signed application by clicking on the green “Download Signed Application’ button for each household member listed.



Once you click the ‘Download Signed Application’ button you will then be directed to select where you want to save the download on your device.



NOTICE: Once you have submitted the application, all the fields in the first tab, “Affordable Housing Application,” will be grayed out. No edits can be made after the submission, unless you contact the CDC. If you need to edit and/or add information, you will need to reach out to your CDC representative so that they can activate the edit feature for you.