



MONROE-UNION COVNIY COMMVNITY DEVELOPMENT CORPORATION

PO Box 887, 349 E, Franklin Monroe, NC 28111
phone: (704) 283-8804 Fax: (704) 292-1037

Pre-Purchase Cover Letter

Dear Prospective Homeowner:

Thank you for considering Monroe-Union County Community Development Corporation to help make your dream of homeownership a reality. Please complete the steps below so that we may process your intake packet for pre-purchase counseling.

1. Complete the entire intake form. Make sure it is signed and dated. If there is a co-applicante, make sure that all of their information is provided and they have signed as well.
2. Please make copies of all pertinent documents listed on the document list enclosed.
 - If you are receiving income from social Security, Retirement, SSO, Child Support, Disability, Rental, etc., please provide documentation.
 - Include a letter of explanation for any gap of employment and any adverse credit issues.
3. Submit your entire application, signed, dated and all requested documentation to the office by drop off: 349 E Franklin Street, Monroe NC 28112 or by mail: PO Box 887, Monroe NC 28112. We cannot accept emailed or faxed applications.
 - Credit Report Fee is payable to: Monroe-Union County Community Development Corporation. Cash or money order of \$35 per adult applicant and needs to be included with the application.
4. Take the E Home America online homebuyers' class. This link is: <https://www.ehomeamerica.org/muccdc>. You may take the class at your own leisure. The cost is \$50 if you use the coupon code: MONRORHOME49.
5. Once your intake packet and pertinent documents have been received, please call 704-283-8804 to schedule an appointment. You must meet one-on-one with the counselor before you receive your homebuyer's education certification.

Sincerely,

Monroe-Union County CDC