



Ready to Become a Homeowner?

A joint initiative from the City of Grand Junction & Housing Resources of Western Colorado (HRWCO)

At the City of Grand Junction, we recognize that purchasing a home can be a major challenge – especially when it comes to saving for a down payment and covering closing costs. Every bit of support can make a difference, and we're here to help.

Through the Employer-Assisted Homeownership benefit, the City is proud to support our employees in achieving their goal of homeownership. This initiative helps make homeownership more accessible by reducing financial barriers and accelerating the path to owning a home!

Program Eligibility

Participation in the program may start anytime. To qualify for the City's \$1,000 forgivable down payment match, you must meet the following requirements:

- Be a full-time, benefits-eligible employee of the City of Grand Junction.
- You are not a current homeowner and have not owned a home within the past three (3) years.
- Have a combined gross household income at or below 150% of the Mesa County Area Median Income (HRWCO can provide current figures).
- Complete the Partners in Homeownership Application and be assessed for eligibility through HRWCO.
- Submit your Certificate of Eligibility from HRWCO to the City's Benefits Department.
- Receive counseling, if needed, from a Housing Authority-approved counselor regarding the down payment assistance and loan program selection.
- Successfully complete the Home Buyers Education class. (This class is available free in-person or online for a fee.)



524 30 Road, Grand Junction, CO
970-241-2871
www.hrwco.org



Steps to Access Employer-Assisted Homeownership Program Funds

Offered by the City of Grand Junction & Housing Resources of Western Colorado (HRWCO)

All steps must be completed to qualify for assistance.

1. Complete the Homebuyers Education Class. Classes are offered monthly and are free of charge, register online at www.hrwco.org or call (970) 241-2871.
2. Find and select your new home!
3. Complete Partners in Homeownership Application.
4. Submit the following documents & required documentation to Jason Colunga of Housing Resources of Western CO (jasonc@hrwco.org) & City of GJ Benefits Department (benefits@gjcity.org).
 - Completed Partners in Homeownership Application
 - City of Grand Junction Employee Verification Form
 - Copy of your Homebuyers Education Certificate
 - Copies of your last 30 days of paystubs
5. Once all documents are received & reviewed, HRWCO will send a 'Letter of Verification' to both the employee and employer.
6. Request a letter from your mortgage lending containing the following details and email it to benefits@gjcity.org – **at least 2 weeks prior to closing!**
 - Confirmation that you are contributing at least \$1,000 of your own funds toward the home purchase
 - Date and time of closing
 - Title company name
 - Name of the financial institution receiving the down payment wire transfer
 - The financial institution's ABA/Routing Number, Account Number & Reference Number (if applicable)
7. The City of Grand Junction's Finance Department will initiate the \$1,000 wire transfer to the designated financial institution on the day of closing or preceding business day.

Housing Resources of Western Colorado

Jason Colunga
Director of Housing Counseling and Education
jasonc@hrwco.org
970.241.2871

City of Grand Junction

Amy Grimes
Benefits Administrator
benefits@gjcity.org
970.244.1551



Employee Application

Please Complete all applicable sections and provide as much detail as possible.

I. General Information

| | |
|--|--|
| Employer-Assisted homeownership benefit requested: \$1000 Matching Grant: Yes ___ No___ | Contact Phone Home: _____ Cell: _____ |
| Employee Name: | Realtor Name & Agency (if known): |
| Gross Annual Household Income: (include all household income) _____ | Mortgage Lender (if known): |
| Accounts (Banking or Credi Union): | Name: |
| Checking: Yes ___ No ___ | Savings: Yes ___ No ___ |
| How long have you been employed with the City of Grand Junction? | Years ___ Months ___ |
| Do you intend to put down at least \$1000 of you own money? | Yes ___ No ___ |
| Number of persons in your household? (this information will only be used to determine income limits) | Number of persons ___ |
| Have you completed any homeownership education classes? (if yes, what organization provided this and include the date attended) | Yes ___ No ___ Organization: _____ Date: ___/___/___ |
| Have you worked with any credit counseling services? (if yes, what organization and when) | Yes ___ No ___ Organization: _____ Date: ___/___/___ |
| Please add any additional information that you believe may be helpful. | Additional information: |

II. Housing Information (if known)

Type of property for which you are requesting assistance to purchase:

- ☐ Single Family
☐ Multi-family
☐ Condominium

Value of property/Sale price for which you are requesting assistance: _____

Location of property (or "unknown") for which you are requesting assistance:

Street Address: _____

City, State, Zip Code: _____

Will this be your primary residence? Yes ☐ No ☐

Are you a first-time home buyer (or have not owned a home in 3 years)?

Yes ☐ No ☐

Are you currently receiving any other housing assistance? Yes ☐ No ☐

If yes, please describe: _____

Employee Signature _____ Date _____

Please remit form to:

Housing Resources of Western Colorado

Jason Colunga

Director of Housing Counseling and Education

524 30 Road, Suite 3

Grand Junction, CO 81504

jasonc@hrwco.org

970.241.2871

CONSUMER PRIVACY DISCLOSURE 1. Information we collect.

Housing Resources collects nonpublic personal information about you (such as your phone number and address) from the information you give us on the Partners in Homeownership Program Employee Application.

2. Information we disclose.

We do not disclose any nonpublic personal information about you to anyone, except as permitted by law.

3. Confidentiality and Security

We restrict access to nonpublic personal information about you to those employees and service providers who need to know that information to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

We do not disclose any nonpublic personal information about you to anyone, except as permitted by law.

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Employer-Assisted Homeownership Program

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Employee Verification

I hereby certify that:

- I am a full-time, benefits-eligible employee of the City of Grand Junction
- I am not currently a homeowner and have not owned a home within the past three (3) years.
- My verifiable combined gross household income is at or below 150% of the Mesa County Area Median Income [currently \$125,250 for a household of 4].
- I have completed the Partners in Homeownership enrollment form and have been assessed for eligibility by HRWC.
- I have received a Certificate of Eligibility from HRWC.
- I have successfully completed the Home Buyers Education class as required by HRWC.
- I understand the conditions under which the **\$1,000** loan will be forgiven.
- I am contributing a minimum of **\$1,000** of my own funds toward the purchase of my home.
- I have been advised to contact my own legal and tax professionals regarding this transaction.

Signature _____ Date _____

Printed Name _____



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