



## Qualification/Application Process for Purchasing a Sitka Community Land Trust (SCLT) Home

The SCLT provides opportunities for local, limited-income households to buy Sitka homes.  
When land is available, homes will be built to SCLT specifications.

### Contact Info:

- Mim McConnell, Executive Director
- Main Phone/FAX: 907-747-2860; Cell: 907-738-2888; Email: [sitkaclt@gmail.com](mailto:sitkaclt@gmail.com)
- Address: PO Box 6461, Sitka, AK 99835
- Website: [www.sitkaclt.org](http://www.sitkaclt.org)
- **Application Time Period:** Open
- **Expected Completion Date for home built at SCLT specifications:** 1306 Halibut Point Rd homes are available now for pre-sales. We expect to have 3 homes completed in 2018.
- Cannot own other land at time of purchase of SCLT home.
- Must be US Citizen or Registered Alien, age 18 or older, and income eligible.  
(See Appendix A: Selection Criteria)

### What is Sitka Community Land Trust homeownership?

When a SCLT home is initially sold, the land and the improvements are separated. As a homebuyer, you purchase and own the home and all improvements. The SCLT retains ownership of the land and leases it to you for 99 years (and you can pass it along to your children and it can be renewed for an additional 99-year term.) As a homeowner, you will pay a nominal monthly fee (\$75) to the SCLT - \$50 of which will go to SCLT to help offset their costs to administer the program and \$25 will be set aside to create a reserve fund you will be able to use for necessary repairs to your home.

### How is a SCLT home similar to a market-rate home?

As a SCLT homeowner, you will have many of the same rights and responsibilities as any homeowner. You control the use of the home you own and the land you lease. You will be responsible for following the same rules as any homeowner, as well as for maintaining your home, keeping it insured, and for paying property taxes. You can stay in your home as long as you wish. Should you ever decide to sell your home, you will be able to keep the equity that is yours but there will be a price restriction in order to make sure the home remains affordable to the next limited-income homebuyer.

### Initial Costs:

- **Application Fee:** \$25 (Please submit this application directly to SCLT. Please attach a check or money order to your application (made payable to Sitka Community Land Trust or SCLT). Cash will not be accepted.
- **Payment may be required by your lender** to go towards down payment and closing costs.

### Monthly/Annual Costs for Homeowner:

- **Lease Fee (to SCLT):** \$50/month
- **Repair and Replacement Reserve Fund Fee (to SCLT):** \$25/month
- **Property Taxes on House and Leased Land**

Revised: December 19, 2017

For Staff Use

Date/Time rec'd: \_\_\_\_\_



## Qualification Process Checklist:

Your application for a SCLT home will be complete only after SCLT has received your lender pre-qualification letter and supporting documents, and all of the program requirements listed below are met. Please place a check mark in the boxes below to answer the questions regarding our program requirements. This information will help us determine your eligibility for a SCLT home.

- Income Limit:** In order to purchase a SCLT home, your household income must meet SCLT's income requirements. **For the Halibut Point Cottages, gross household income must not exceed 80% of the area median income** based on household size (before down payment).  
(<https://www.hudexchange.info/resource/3680/nsp-income-limits/>)

FY 2017 INCOME LIMITS SUMMARY (U.S. DEPARTMENT OF HUD 05/2017)

FY 2017 Income Limit Area	Median Income	FY 2017 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
Sitka City and Borough	\$82,300	Low (80%)	46,100	52,700	59,300	65,850	71,150	76,400

- Lender Mortgage Application:** Complete Lender's application.
- Copy of personal Financial Statement as submitted to Lender.**
- Pre-Qualification Letter from Lender:** Obtain a lender pre-qualification or pre-approval based on tri-merge credit for a mortgage loan (based on credit, income, savings, and debt).
- SCLT Application:** Complete & qualify before you can sign a sales contract.
- Watch the Homes & Hands video:** [cltnetwork.org/homes-hands](http://cltnetwork.org/homes-hands). This is a classic video about CLTs across the country.
- Combined SCLT Orientation/Alaska Housing Finance Corporation (AHFC) HomeChoice™ class.** The class is held periodically throughout the year. This is a required, free 8-hour Home Buyer Education Class. Pre-registration is required. Register online at [www.ahfc.us/classes](http://www.ahfc.us/classes). For more information call 1-800-459-2921, 907-330-8437. In exceptional cases, AHFC/SCLT will allow the manual to be read followed by a test and a CLT orientation meeting.
- If you had joint ownership in a property within the last 3 years and are no longer on the Title, submit a Quit Claim Deed showing the termination of your interest in the property.

- Length of City and Borough of Sitka residency (your length of residency does not need to be consecutive):

\_\_\_\_\_

- Community involvement: List ways you have been involved in the community – e.g., organizational memberships and/or participation in, support for, or sponsorship of non-profit, church or civic groups/events, etc:

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- Have you ever owned a CLT home?  Y  N



# Universal Program Application



## Applicant

First Name	Last Name	Email

Home Phone	Mobile Phone	Work Phone	Preferred Phone
			<input type="checkbox"/> Home <input type="checkbox"/> Mobile <input type="checkbox"/> Work

Mailing Address	Date moved to address	
City	State	Postal Code

Date of Birth	Primary Language	Marital Status
		<input type="checkbox"/> Single <input type="checkbox"/> Married/Domestic Partnership <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
Gender	Race	Ethnicity
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Other	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> American Indian AND White <input type="checkbox"/> Asian AND White <input type="checkbox"/> Black or African American AND White <input type="checkbox"/> American Indian AND Black <input type="checkbox"/> Other multiple race <input type="checkbox"/> Chose Not to Respond	<input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic <input type="checkbox"/> Choose Not to Respond

Educational Attainment	Employment Status
<input type="checkbox"/> Less than HS Diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Some post-secondary education <input type="checkbox"/> Certification from a vocational or technical training program <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's or other graduate degree	<input type="checkbox"/> Self-employed <input type="checkbox"/> Work full-time for employer <input type="checkbox"/> Work part-time for employer <input type="checkbox"/> Homemaker <input type="checkbox"/> Full-time student <input type="checkbox"/> Permanently unable to work <input type="checkbox"/> Unemployed and seeking work

## Co-Applicant

First Name	Last Name	Social Security

Date of Birth	Phone	Email

Gender	Race	Ethnicity
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Other	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> American Indian AND White <input type="checkbox"/> Asian AND White <input type="checkbox"/> Black or African American AND White <input type="checkbox"/> American Indian AND Black <input type="checkbox"/> Other multiple race <input type="checkbox"/> Chose Not to Respond	<input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic <input type="checkbox"/> Choose Not to Respond

Educational Attainment	Employment Status
<input type="checkbox"/> Less than HS Diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Some post-secondary education <input type="checkbox"/> Certification from a vocational or technical training program <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's or other graduate degree	<input type="checkbox"/> Self-employed <input type="checkbox"/> Work full-time for employer <input type="checkbox"/> Work part-time for employer <input type="checkbox"/> Homemaker <input type="checkbox"/> Full-time student <input type="checkbox"/> Permanently unable to work <input type="checkbox"/> Unemployed and seeking work

### Additional Household Member #1

First Name	Last Name	Date of Birth
Gender	Race	Ethnicity
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Other	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> American Indian AND White <input type="checkbox"/> Asian AND White <input type="checkbox"/> Black or African American AND White <input type="checkbox"/> American Indian AND Black <input type="checkbox"/> Other multiple race <input type="checkbox"/> Chose Not to Respond	<input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic <input type="checkbox"/> Choose Not to Respond
Is this person a dependent of the Applicant and/or Co-Applicant?	Does this person live in the house more than 50% of the time?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Additional Household Member #2

First Name	Last Name	Date of Birth
Gender	Race	Ethnicity
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Other	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> American Indian AND White <input type="checkbox"/> Asian AND White <input type="checkbox"/> Black or African American AND White <input type="checkbox"/> American Indian AND Black <input type="checkbox"/> Other multiple race <input type="checkbox"/> Chose Not to Respond	<input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic <input type="checkbox"/> Choose Not to Respond
Is this person a dependent of the Applicant and/or Co-Applicant?	Does this person live in the house more than 50% of the time?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Additional Household Member #3

First Name	Last Name	Date of Birth
Gender	Race	Ethnicity
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Other	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> American Indian AND White <input type="checkbox"/> Asian AND White <input type="checkbox"/> Black or African American AND White <input type="checkbox"/> American Indian AND Black <input type="checkbox"/> Other multiple race <input type="checkbox"/> Chose Not to Respond	<input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic <input type="checkbox"/> Choose Not to Respond
Is this person a dependent of the Applicant and/or Co-Applicant?	Does this person live in the house more than 50% of the time?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Additional Household Member #4

First Name	Last Name	Date of Birth
Gender	Race	Ethnicity
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Other	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> American Indian AND White <input type="checkbox"/> Asian AND White <input type="checkbox"/> Black or African American AND White <input type="checkbox"/> American Indian AND Black <input type="checkbox"/> Other multiple race <input type="checkbox"/> Chose Not to Respond	<input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic <input type="checkbox"/> Choose Not to Respond
Is this person a dependent of the Applicant and/or Co-Applicant?	Does this person live in the house more than 50% of the time?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## Additional Household Member #5

First Name	Last Name	Date of Birth
Gender	Race	Ethnicity
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/> Other	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> American Indian AND White <input type="checkbox"/> Asian AND White <input type="checkbox"/> Black or African American AND White <input type="checkbox"/> American Indian AND Black <input type="checkbox"/> Other multiple race <input type="checkbox"/> Chose Not to Respond	<input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic <input type="checkbox"/> Choose Not to Respond
Is this person a dependent of the Applicant and/or Co-Applicant?	Does this person live in the house more than 50% of the time?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## Financial History

How many times have you been late with your bill payments in the last year?
<input type="checkbox"/> Never <input type="checkbox"/> Once <input type="checkbox"/> 2-3 times <input type="checkbox"/> 4 or more times
How much do you typically pay on your monthly credit card bill?
<input type="checkbox"/> No credit cards <input type="checkbox"/> The full balance <input type="checkbox"/> Less than the full balance, more than the minimum required <input type="checkbox"/> The minimum required <input type="checkbox"/> Less than the minimum required
If have you've been involved in the foreclosure process, what was the date of your first notice of foreclosure?
<input type="checkbox"/> /   / <input type="checkbox"/> Does not apply
If you've declared bankruptcy in the past 7 years, what was the date of your bankruptcy discharge?
<input type="checkbox"/> /   / <input type="checkbox"/> Does not apply

## Assets

Please list the current the value of all household Assets.  
Please enter numbers without dollar signs.

Checking accounts:
Savings accounts:
Retirement accounts:
Investments:
Real Estate:
CDs (Certificate of Deposit):
Other:

## Debts

Please list all household Debts. Please enter numbers  
without dollar signs.

Credit cards:	Monthly Payment
Education loans:	Monthly Payment
Auto loans:	Monthly Payment
Lines of Credit:	Monthly Payment
Mortgages:	Monthly Payment
Other:	Monthly Payment



## Employment / Income Source Information

Include each income source any household member receives. Sources of income include earned income from employment as well as benefits, social security and child support.

### Income Source #1

Wage Earner	Income Type	Gross Annual Income
<input type="checkbox"/> Applicant <input type="checkbox"/> Co-Applicant <input type="checkbox"/> Other Household Member	<input type="checkbox"/> Full-time Employment <input type="checkbox"/> Investment income <input type="checkbox"/> Part-time Employment <input type="checkbox"/> Pension <input type="checkbox"/> Self-Employment <input type="checkbox"/> Social Security <input type="checkbox"/> Spousal Support <input type="checkbox"/> SSI / SSDI <input type="checkbox"/> Child Support <input type="checkbox"/> Other	
Date of Hire	Occupation Description	

### Income Source #2

Wage Earner	Income Type	Gross Annual Income
<input type="checkbox"/> Applicant <input type="checkbox"/> Co-Applicant <input type="checkbox"/> Other Household Member	<input type="checkbox"/> Full-time Employment <input type="checkbox"/> Investment income <input type="checkbox"/> Part-time Employment <input type="checkbox"/> Pension <input type="checkbox"/> Self-Employment <input type="checkbox"/> Social Security <input type="checkbox"/> Spousal Support <input type="checkbox"/> SSI / SSDI <input type="checkbox"/> Child Support <input type="checkbox"/> Other	
Date of Hire	Occupation Description	

### Income Source #3

Wage Earner	Income Type	Gross Annual Income
<input type="checkbox"/> Applicant <input type="checkbox"/> Co-Applicant <input type="checkbox"/> Other Household Member	<input type="checkbox"/> Full-time Employment <input type="checkbox"/> Investment income <input type="checkbox"/> Part-time Employment <input type="checkbox"/> Pension <input type="checkbox"/> Self-Employment <input type="checkbox"/> Social Security <input type="checkbox"/> Spousal Support <input type="checkbox"/> SSI / SSDI <input type="checkbox"/> Child Support <input type="checkbox"/> Other	
Date of Hire	Occupation Description	

### Income Source #4

Wage Earner	Income Type	Gross Annual Income
<input type="checkbox"/> Applicant <input type="checkbox"/> Co-Applicant <input type="checkbox"/> Other Household Member	<input type="checkbox"/> Full-time Employment <input type="checkbox"/> Investment income <input type="checkbox"/> Part-time Employment <input type="checkbox"/> Pension <input type="checkbox"/> Self-Employment <input type="checkbox"/> Social Security <input type="checkbox"/> Spousal Support <input type="checkbox"/> SSI / SSDI <input type="checkbox"/> Child Support <input type="checkbox"/> Other	
Date of Hire	Occupation Description	

### Income Source #5

Wage Earner	Income Type	Gross Annual Income
<input type="checkbox"/> Applicant <input type="checkbox"/> Co-Applicant <input type="checkbox"/> Other Household Member	<input type="checkbox"/> Full-time Employment <input type="checkbox"/> Investment income <input type="checkbox"/> Part-time Employment <input type="checkbox"/> Pension <input type="checkbox"/> Self-Employment <input type="checkbox"/> Social Security <input type="checkbox"/> Spousal Support <input type="checkbox"/> SSI / SSDI <input type="checkbox"/> Child Support <input type="checkbox"/> Other	
Date of Hire	Occupation Description	

### Current Living Situation

What best describes your current living situation	How many bedrooms are in your current home?
<input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Live with Parents / Relatives / Friends <input type="checkbox"/> Lease Purchase <input type="checkbox"/> Work Housing <input type="checkbox"/> Other	<input type="checkbox"/> Studio <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6
Current Monthly Rent	Monthly Utilities (gas, water, electricity, etc)
Please describe any special needs or accommodations required by your household. For example, "one-level only" or "at least one ADA-accessible bathroom required."	

## Homeownership Goals

<p>Will you be a first-time homebuyer?</p>	<p>What is your primary reason for wanting to purchase a home?</p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Desire to own a home of my own <input type="checkbox"/> Desire for larger home <input type="checkbox"/> Change in family situation <input type="checkbox"/> Affordability of homes <input type="checkbox"/> Desire for a home in a better area <input type="checkbox"/> Desire to be closer to job/school/transit <input type="checkbox"/> Financial security <input type="checkbox"/> Provides stability for children <input type="checkbox"/> High rental costs in relation to income <input type="checkbox"/> Other</p>
<p>Which of the following are barriers to buying a home?</p>	<p>In how many months do you expect to be financially ready to purchase a home?</p>
<p><input type="checkbox"/> Residency <input type="checkbox"/> Insufficient income <input type="checkbox"/> Over income <input type="checkbox"/> Too many assets <input type="checkbox"/> Poor credit history <input type="checkbox"/> Insufficient savings for down payment <input type="checkbox"/> Debt <input type="checkbox"/> Lack of references <input type="checkbox"/> Pending divorce <input type="checkbox"/> Pets <input type="checkbox"/> Own existing home <input type="checkbox"/> None</p>	<p><input type="checkbox"/> Less than 1 month <input type="checkbox"/> 2-4 months <input type="checkbox"/> 5-7 months <input type="checkbox"/> 7-9 months <input type="checkbox"/> 10 or more months</p>
<p>How much do you currently have saved specifically for buying a home (down payment, closing costs, etc)?</p>	<p>In which areas are you interested in purchasing? Please click the link above to view a list of neighborhoods, then choose the Wards from the list below.</p>
<p>What is most important to you about the neighborhood in which you purchase a home? Choose your top 3.</p>	<p>How many bedrooms would you like in your new home?</p>
<p><input type="checkbox"/> Schools <input type="checkbox"/> Safety/crime <input type="checkbox"/> Proximity to work/school <input type="checkbox"/> Proximity to amenities <input type="checkbox"/> Proximity to family/friends <input type="checkbox"/> Strong housing market <input type="checkbox"/> Part of the shared equity program</p>	<p><input type="checkbox"/> Studio <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5</p>

## CERTIFICATIONS

It is our policy to verify all information contained in this application. In acknowledgement of this policy, please sign your name(s) where indicated.

**Reasonable Accommodation:** If you or a member of your household is an individual with a disability, you have the right to request reasonable accommodation for that disability. SCLT is committed to assuring that each individual has an equal opportunity to use and enjoyment of the benefits of this program. For more information, please call (907) 747-2860.

**I/We certify the following:**

- All the information contained and submitted in support of this application is true and complete to the best of my/our knowledge and belief.
- I/We are aware that any misrepresentation/omission will result in the forfeiture of my/our right to be eligible for a SCLT home and may result in legal action against me/us. Inquiries may be made to verify this information.
- Consent to Release Information:  
I/We authorize representatives from the SCLT to supply and receive information to/from my/our financial institution(s), other housing/down payment assistance programs, my/our Realtor and/or my/our Mortgage Lender to verify the information contained in this application. This information includes, but is not limited to bank statements, employment status, income, outstanding debts and other financial information. I/We understand that information in this application may be shared with funders for the purpose of funding compliance. I/we understand that the income I/we use to qualify for a mortgage loan must be the same as the income I/we claim in this Application.
- I release all representatives from SCLT from any and all liability arising from release of such information. This authorization is limited solely to information requested for the processing of my application for the SCLT.
- If I/we purchase a home under the SCLT listed in this application, I/we will occupy the home and agree to use the home as my/our primary and principal residence.
- I understand that completion of this application does not guarantee my/our eligibility for the program and/or that I/we will successfully purchase a home through the SCLT. SCLT is committed to a fair and equitable process for each applicant.

Signature

Date



Signature

Date

**Equal Opportunity:** In accordance with the provisions of the Equal Opportunity Act and the SCLT's policies, there will be no discrimination against an applicant for these benefits on the basis of age, source of income, sex, race, marital status, sexual orientation, gender identity or expression, national origin, religion or handicap. If you or a member of your household is an individual with a disability, you have the right to request reasonable accommodation for that disability. The SCLT is committed to assuring that each individual has an equal opportunity to the use and enjoyment of the benefits of this program. For more information, please contact Mim McConnell, 907-738-2888.

**Confidentiality:** In order to process an application, SCLT may supply and receive information as detailed in the "Consent to Release" clause above. Information may also be released to comply with the auditing requirements of program funders. With these two exceptions, all personal and identifying information on an application remains fully confidential.



## REQUIRED DOCUMENTATION CHECKLIST – Personal Copy

-- Keep this page for your records --

The following documents (if applicable) must be submitted with your application or processing will be delayed. Please include information for all household members regardless of who will be on the title and/or mortgage of a home.

Provide copies only as original documents cannot be returned.

- Completed application, signed and dated. Include the cover page.
- A non-refundable \$25 check or money order, made payable to “Sitka Community Land Trust” or “SCLT”. CREDIT CARDS AND CASH WILL NOT BE ACCEPTED.
- A copy of a SCLT Orientation/Alaska Housing Finance Corporation (AHFC) HomeChoice™ class certificate.
- Watched the Homes & Hands video: [cltnetwork.org/homes-hands](http://cltnetwork.org/homes-hands).
- A photocopy of an approved form of identification for each adult (18 years old or older) household member.
- Copy of personal Financial Statement as submitted to Lender.
- Loan Qualification Documents such as a preapproval letter based on a loan application from your lender or a pre-qualification letter from a lender, based on a tri-merge credit report, stating the principal, interest rate, front and back end ratios, estimated PITI payment, type and terms of your loan or a loan application.
- If you had joint ownership in a property within the last 3 years and are no longer on the Title, submit a Quit Claim Deed showing the termination of your interest in the property.



## CONTACT INFORMATION

Sitka Community Land Trust  
Mim McConnell, Executive Director  
PO Box 6461, Sitka, AK 99835  
P/F: 907-747-2860 C: 907-738-2888  
Website: [sitkaclt.org](http://sitkaclt.org)  
Email: [sitkaclt@gmail.com](mailto:sitkaclt@gmail.com)

## OTHER RESOURCES

- Alaska Housing Finance Corporation (AHFC), Mortgage Loans and Down Payment Assistance  
800-478-AHFC (2432) outside Anchorage but within Alaska. Website: [www.ahfc.us](http://www.ahfc.us)
- USDA Rural Development, Housing Programs, 204 Siginaka Way, Suite B; Sitka, AK 99835  
Phone: (907) 747-3506; Fax: (907) 747-3597  
Email: [keith.perkins@ak.usda.gov](mailto:keith.perkins@ak.usda.gov)  
Email: [marsha.lysons@ak.usda.gov](mailto:marsha.lysons@ak.usda.gov)  
Website: [www.rurdev.usda.gov/Home.html](http://www.rurdev.usda.gov/Home.html)
- Local Lender – SCLT Partners
  - First Bank: 203 Lake Street, Sitka, AK 99835; (907) 747-6636
  - First National Bank Alaska: 318 Lincoln St, Sitka, AK 99835; Phone: (907) 747-7000
  - ALPS Federal Credit Union: 401 Halibut Point Road, Sitka, AK 99835; (907) 747-6261 or Toll Free: 1-888-747-6261
  - Possibly Wells Fargo



# APPENDIX A

## SELECTION CRITERIA

The following criteria reflect the SCLT 's goal to reasonably match household size to unit size and household income to housing costs. [Note: some funding sources which the SCLT may rely on to develop its community land trust housing opportunities establish maximum eligible incomes of 80% to 120% of the area median income.]

### 1. THRESHHOLD SELECTION CRITERIA

- A. Majority Age – You must be 18 in the State of Alaska to qualify for a mortgage.
- B. Citizen of USA or registered alien
- C. Income Eligibility - annual income which does not exceed 120% of the median income of households of equal size residing in the statistical area (as defined by the U.S. Department of Housing and Urban Development or its successor agency) within which the housing unit is located.
- D. Financial Criteria
  - 1. Creditworthiness: In all cases, a household must be able to demonstrate a sense of ownership of its financial obligations, and a history of responsible effort to meet them.
  - 2. Pre-qualified: The household, must be "pre-qualified" through the Lender's application process to determine whether mortgage financing is likely to be obtained by the household based on the applicant's available cash resources and the known requirements of various mortgage programs for which the household may be eligible.
    - a) Minimum Income: To be considered for SCLT homeownership opportunities, a household's monthly income, when multiplied by the appropriate debt-to-income ratio, must be sufficient to support the housing costs for the housing opportunity in question. In general, households that require a cosigner in order to obtain a mortgage will not be considered.
      - (1) Affordability: (i.e. matching household income to housing cost). In general, affordable means that the monthly cost of occupying a particular housing unit does not exceed 28% - 36% of monthly household income, depending on the applicable lender's guidelines.
      - (2) Assets: To be considered for SCLT homeownership opportunities, a review of a household's financial resources and circumstances should clearly indicate a limited ability to compete successfully in the conventional housing market in Sitka.



## 2. SECONDARY SELECTION CRITERIA

The following circumstances, not necessarily in order of priority or importance, will be considered in those instances when there are two or more households expressing interest in a particular unit and who meet the Threshold Eligibility Criteria outlined above.

- A. Residency: First priority will be given to current or former residents of the City and Borough of Sitka. Longer-term residency will generally be given higher priority than shorter-term residency although the term of residency need not be in consecutive years. The homebuyer must live in the CLT home.
- B. Community involvement: Residents having demonstrated involvement with and commitment to the community as evidenced by organizational memberships and/or participation in, support for, or sponsorship of non-profit, church or civic groups/events, etc.
- C. Heirs. If "heir property" is sold to the SCLT, any heir of the former owner(s) that meets the Threshold Eligibility Criteria outlined above, and who has properly filed a CLT homeownership application will be given special consideration.
- D. Need: In general, the SCLT will give consideration to the lower-income household for its community land trust program. The SCLT will give special consideration for its community land trust program to households facing immediate or near-term displacement, especially if children are involved.
- E. Application on File. Length of time which a household's application for homeownership has been on file.
- F. Community Land Trust (CLT) Homeownership: The SCLT wishes to link with other resale restricted housing organizations in other communities to provide the same kind of mobility within the "resale-restricted" housing market as exists in the unrestricted housing marketplace. In other words, SCLT desires to enable CLT homeowners to convert their "limited" equity stake in one community into another such home ownership option in another community. Thus, length of ownership of a SCLT home, and/or the length of ownership of a home in another CLT will be considered. Involvement in the SCLT's operation and general activities will also be considered.
- G. First-time homebuyers. Defined as someone who has not owned a principal residence in the past three years; or a single parent who may have owned a home with a former spouse in the past three years but now no longer resides there.
- H. Appropriate Size - (i.e. matching household size to unit size). In general, households consisting of the number of persons appropriate for the unit size will be given preference.

