



Applicant Selection Criteria

MACLT posts information on its website immediately after a home becomes available for marketing and also sends email notifications to its interest list of any open house and to solicit interest to schedule tours of the property. (Prospective homeowners may subscribe to our interest list on our website).

For each home, there will be an initial 7-day showing period (which may include an open house). During this period, showings will be conducted with any interested homebuyers and MACLT staff will keep a list of all prospective homeowners expressing serious interest. Within one week of the end of the initial showing period, each interested homebuyer must provide MACLT staff with a statement of interest in the home, a mortgage pre-approval letter from an MACLT-partnered lender, and an up-to-date MACLT pre-application.

If at this point there is only one eligible applicant interested in the property, that person will automatically have the option to purchase the home. If more than one eligible applicant is interested in the property, the **point preference system** below will be applied to determine the order in which applicants will be given the option to purchase the property.

MACLT staff will ensure that all applicants are contacted within one week to let them know the results. If there are no interested and eligible homebuyers at the end of the initial showing period, the property will become available on a first come, first-served basis where the applicant with the first pre-application submission will have first right to purchase (as long as the applicant still meets all of the **eligibility criteria** below by the time of closing). If no closing is complete within 60 days of MACLT's Notice of Exercise of Option to the seller, the rules of the ground lease will prevail for allowing the homeowner to find their own buyer.

POINT PREFERENCE SYSTEM

1. **Lowest percentage of Area Median Income:** 1 point

The household that has the lowest percentage of Area Median Income based on household size will receive one point. The household's ratio of housing costs to gross income has to be 35% or lower to qualify for this point.

2. **Number of bedrooms matches or is less than the household size:** ½ to 1 point

If the number of bedrooms matches or is less than the size of the household, the applicants will receive one point and if home size is only one bedroom over the household size, the applicant will receive ½ point. This assumes 1 person per bedroom.

3. The applicant has a permanent disability: 1 point

If at least one member of the household has a documented permanent disability, they will receive one point. Documentation from a practicing, licensed physician or an official disability determination from the Social Security Administration must be provided.

4. The applicant has accessibility needs that requires the features of the property: 2 points

If at least one member of the household has a permanent disability with associated accessibility needs that requires the physical features of the property (for example, 1st floor flat or a ramp for a person with a mobility impairment), the household will receive 2 points. A referral or recommendation from a medical professional or licensed clinician will be used to determine eligibility for these points.

5. Current MACLT resident: 1 point

All current MACLT residents in good standing will receive one point.

6. First-time Homebuyer: ½ to 1 point

Applicants where no household members have owned a home* for the previous 3 years will receive ½ point. If no member of the household has owned a home in their lifetime, the applicant will receive 1 point.

*to qualify, they must not have had ownership interest in residential property. This point is verified by personal attestation.

7. First-generation Homebuyer: 1 point

The applicant(s) attest that:

- The applicants' parent(s) or childhood legal guardian(s) do not currently have any present ownership interest in a residential home; AND no member of their household has owned a home in the previous 3 years,
- OR: the applicant has at some point been placed in foster care.

This point is verified by personal attestation.

8. Risk of displacement: 1 point

Applicants will receive 1 point if they are at risk of displacement through no fault of their own, through condemnation or sale of property, divorce or domestic abuse, or other unfortunate external circumstance. This point is verified by

personal attestation.

9. **Actively seeking MACLT properties for at least six months:** ½, 1, or 1 ½ points

Any household that has been actively seeking to purchase an MACLT property will receive: ½ point for every six months (cap of 1 ½ points) from the time the homeowner pre-application was initially submitted.

The household with the highest points will be selected as the buyer. In the event of a tie, the property will be offered to the household with the lowest area median income based on household size.

ELIGIBILITY CRITERIA FOR MACLT HOMEOWNERSHIP

- Household income must be below 80% Dane County median income
- Submit a program pre-application to determine eligibility
- Attend an MACLT orientation with staff
- Be pre-approved for a mortgage at the value of the house available, with necessary down-payment or down-payment assistance
- Attend a homeowner education workshop (completion certificate valid for 18 months)
- Submit program application with all information verifying income and asset requirements of our program
- Fit all funder guidelines for eligibility

Pre-applications should be submitted as soon as possible. All other eligibility criteria do not need to be met in any order; however, all must be met before a prospective buyer can close on a CLT home.

EQUAL HOUSING OPPORTUNITY

Madison Area Community Land Trust applies Fair Housing standards to all of our programs and services, and is committed to providing equal access to our housing

Policy approved by MACLT Board of Directors August 24, 2020

Revised September 28, 2020

Revised October 27, 2020

Revised January 24, 2022

Revised February 8, 2023