Self-Help Initial Intake Assessment
Six Steps Process

ACTION PLAN

Safe. Strong. Affordable.

STEP 1 **Request an Intake Package**

Via email to info@flhome.org, or you may download our Self-Help Intake Package from our website at www.FLHome.org

STEP 2 **Submit a Fully Completed Intake Packet in Person at the Florida Home Partnership office.***

Fully completed packets must be dropped off in person at our office during regular business hours. **Please call to confirm we are open.* On Thursdays, we are open from 7 am to 7 pm. *All documents must be clear and readable (Pictures are not acceptable).* Have all copies made and ready to drop off.

STEP 3 **Only Fully Completed Intake Packets will be reviewed and scheduled.**

All Intake Appointments will be scheduled via Zoom on a first come first served basis. Please allow up to 72 hours *(three business days),* for a Loan Specialist to review your fully completed packet and schedule your Intake Appointment.

STEP 4 **Important Information for your Intake Appointment via Zoom**

CHOOSE A PRIVATE AND QUIET PLACE when you join the Zoom meeting since we will discuss your personal finances and credit report history.

STEP 5 **Homeownership Action Plan**

If you have some obstacles preventing you from being a "Pre-Qualified Buyer for the Self-Help Program," our loan specialist will help you create a Homeownership Action Plan. This will help you prepare for the next community.

STEP 6 **Pre-Qualified Buyer**

If you meet the Self-Help program requirements during your Initial Intake Assessment, you will be determined a "Pre-Qualified Buyer" based on information provided and reviewed on that date; however, you must remain a "Pre-Qualified Buyer" until Florida Home Partnership is ready to sell you a lot and process your loan application, and throughout the 12 Steps of the Self-Help Process.

Leading the Way in Affordable Housing

Florida Home PARTNERSHIP

For General Information:
Website: www.FLHome.org • ***Email:*** info@FLHome.org
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