

9.14.25 DRAFT - MPDU For-Sale Wait List Procedures

1. ACDS provides an online Initial Eligibility Form on its website for applicants interested in purchasing a for-sale MPDU in Anne Arundel County ("Applicant"). The form collects essential information for purposes of initial eligibility screening such as household size; household annual income; and self-certifications specific to the MPDU program. The form also collects information on Applicant(s)' preferred geographic area of residence. The geographic areas will be posted and described on ACDS's website.
2. ACDS accepts Initial Eligibility Forms exclusively through online submissions. If an applicant(s) contacts a housing developer/home builder sales office ("Developer") directly, the Developer will direct the applicant(s) to the ACDS website to complete an online form.
3. If an applicant(s) requires assistance completing and submitting an online Initial Eligibility Form, assistance can be provided and/or an accommodation can be made. Assistance and/or accommodations could include but not be limited to: access to a computer and wi-fi, assistance utilizing the computer, interpreter for deaf persons or persons with limited English proficiency. Applicant(s) should contact ACDS at MPDU@acdsinc.org to arrange for assistance and/or an accommodation.
4. If an applicant(s) meets initial eligibility, ACDS will contact the applicant(s) and provide them with instructions to obtain a lender Pre-Approval Letter in order to be placed on the ACDS For-Sale MPDU Wait List. If the applicant(s) does not meet initial eligibility requirements, ACDS will issue a letter outlining reasons for their ineligibility.
5. To be placed on the ACDS For-Sale MPDU Wait List applicant(s) must contact an ACDS Associate Lender or a lender of their choosing and obtain a Pre-Approval Letter which demonstrates financial capacity to purchase a home at the current maximum home purchase amount as published on ACDS' website. At a minimum, lenders will require the following documentation: Recent paystubs; W-2 statements for the previous two (2) years; Tax Returns for the previous two (2) years; bank statements; investment account statements; and information on recurring monthly debt payments.
6. Upon acceptance of the applicant(s)' Pre-Approval Letter, ACDS will move the applicant(s) to the ACDS For-Sale MPDU Wait List by geographic preference. If an applicant(s) is interested in more than one geographic area, they will be placed on multiple ACDS For-Sale MPDU Wait Lists ("Wait Lists").

7. When a Developer has a For-Sale MPDU becoming available, they provide ACDS with an ACDS Notice of Available Unit at least 6 months in advance. ACDS then contacts applicant(s) on the applicable geographic ACDS For Sale MPDU Wait List in the order of their position on the Wait Lists to ascertain their interest in purchasing a home.

8. If the applicant(s) is interested in purchasing an available MPDU home, ACDS will verify their initial eligibility to ensure they meet the MPDU program eligibility requirements. ACDS will verify: the applicant(s) meets the income qualifications; the applicant(s) has not owned a home for at least three (3) years and the applicant(s) has County residency and/or employment. In addition, ACDS will and obtain notarized certification that the applicant(s)' agrees to occupy the MPDU as their primary residence. ACDS may request additional documentation at this time to verify the applicant(s)' initial eligibility form which relied on self certification.

9. If the applicant(s) meets all eligibility requirements, ACDS and applicant(s) will complete the MPDU Certificate of Eligibility, ACDS will approve the MPDU Certificate of Eligibility and notify the Developer of the applicant(s)' eligibility. Certified applicant(s) will be required to attend a mandatory MPDU information session. If the applicant(s) does not meet MPDU eligibility requirements, ACDS will issue a denial letter outlining reasons for the denial and refer the applicant(s) to Maryland DHCD, ACDS' Homeownership program, or other options.

10. ACDS records date of approved Certificate of Eligibility on ACDS For-Sale MPDU Wait List(s).

11. Upon receipt of the approved Certificate of Eligibility, the Developer may enter into a purchase contract with the applicant(s). The applicant(s) has ten business days to execute the purchase contract; otherwise, the applicant(s) will need to restart entire application process, losing their position on the Wait List(s). If the MPDU is not available, the applicant(s) will retain their position on the ACDS For-Sale MPDU Wait List. Please note that the sale process for an MPDU is a private transaction between the Developer and the For-Sale MPDU applicant(s). While ACDS issues Certificates of Eligibility and maintains the ACDS For-Sale MPDU Wait Lists, ACDS is not involved from this step forward, except in the rare case of dispute between the two parties. MPDU applicant(s) must qualify for and secure their own mortgage financing. Applicant(s) who complete ACDS's Homeownership Counseling Program may be eligible for financing assistance through the ACDS' Mortgage Assistance Program

12. A Certificate of Eligibility is valid for 180 days. Thirty days prior to expiration, if an applicant(s) has not purchased a home, ACDS will contact the applicant(s) to begin the recertifying process. If the applicant(s) recertifies and remains qualified, ACDS will issue a new Certificate of Eligibility, and the applicant(s) will retain their position on the ACDS For-Sale MPDU Wait List(s). If the applicant(s) fails to recertify, or no longer qualifies based on the recertification review, their application will be deemed invalid, and the applicant(s) will be removed from all lists.

13. Once an applicant(s) has purchased a home, the Developer notifies ACDS, and ACDS removes the applicant(s) from the ACDS For Sale MPDU Wait List(s).