



**Charles County Department of Human Resources
Benefits Division**

House Keys 4 Employees Program

To Charles County Government Employees:

The Charles County Commissioners signed a Memorandum of Understanding with the State of Maryland's Department of Housing and Community Development (DHCD) to participate in the "House Keys 4 Employees" (HK4E) program. This program provides down payment/settlement expense assistance to first time home buyers who wish to purchase a home in Charles County.

This program is available to all Charles County Government employees subject to the Policy and Procedures Manual for Charles County, Maryland and, who have been employed with the County at least one (1) year and who are purchasing a home in Charles County, through the Maryland Mortgage Program (MMP) with a qualified DHCD Community Development Administration (CDA) lender.

Qualified Charles County Government employees may receive a 0% interest \$5,000 deferred loan from the Charles County Commissioners to be used towards down payment/settlement expenses for their new home. In addition, the State DHCD will also contribute a 0% interest, deferred \$2,500 loan to bring the total amount of assistance to \$7,500 for eligible employees.

Program details can be viewed at <http://mmp.maryland.gov/Pages/Downpayment.aspx>. In order to qualify for the program, employees must be able to answer "yes" to all the following questions:

1. Does your *household* income fall within program guidelines? Limits are updated annually at the website. (Currently, 1-2 person households can earn no more than \$140,640; 3 or more person households no more than \$164,080)
2. Are you, and is everyone who will be listed on the mortgage loan, a first-time homebuyer? (This includes not having owned a home within the last 3 years.)
3. Is the home you wish to purchase located in Charles County?
4. If the home is new construction, is it located in a Priority Funding Area? (PFAs can be viewed at the DHCD website. If the home being purchased is an existing home and not new construction, the home may be located anywhere within Charles County.)
5. Does the purchase price and financing amount fall within the limits for the program?
(As of February 2019, the maximum acquisition cost is \$625,765)
6. Will this home be your primary residence?

If you answered yes to the above questions, you may be eligible for the House Keys 4 Employees Program. The home purchase must be financed through a CDA approved lender using the Maryland Mortgage Program. To find a list of local CDA approved lenders familiar with the MMP and HK4E Programs, go to <http://mmp.maryland.gov/Pages/Downpayment.aspx>.

Employees may also be eligible for additional assistance through the County's Settlement Expense Loan Program (SELP) or the State's standard down-payment and closing cost assistance programs.

We encourage eligible employees to take advantage of this wonderful opportunity. The County Commissioners are committed to helping County employees achieve the American dream of home ownership.

For additional information, please contact the Department of Human Resources at 301-645-0563 (internal extension 2563).