

# HOUSE KEYS 4 EMPLOYEES PROGRAM (HK4E)

## Verification of Partner Contribution

**Instructions to Participating Employer:** The employer shall provide this form to employees whom the employer has agreed to provide a financial contribution under the House Keys 4 Employees Program (HK4E). After the employee has completed and signed Part I of this form, the employer is responsible for completing and signing Part II. The employer shall then return the form to the employee and instruct them to return it to their CDA-approved participating lender.

**Instructions to Employee:** Complete and sign Part I of this form, then have your employer complete and sign Part II. After your employer has completed Part II, you must provide this form to your CDA-approved participating lender. If you are receiving additional contributions from a nonprofit organization, union, or local government, you must have these entities complete page 2 of this form before returning it to your lender. For a list of CDA-approved participating lenders, you may visit the Maryland Mortgage Program website [www.mmprogram.org](http://www.mmprogram.org) or call the CDA Single Family Programs at 1-800-638-7781.

### I. Employee Information

Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

New Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: Maryland Zip Code: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

### II. Participating Employer Verification

Participating Employer Name: \_\_\_\_\_

I hereby verify that:

- A. The employee meets the employer's eligibility requirements for the HK4E;
- B. The employer will provide a grant/loan in the amount of \$ \_\_\_\_\_ to the employee to be used for the purchase of the home.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

(Continued)

# HOUSE KEYS 4 EMPLOYEES PROGRAM (HK4E)

## Verification of Partner Contribution Continued

### III. Non-Profit Verification

Nonprofit Organization's Name: \_\_\_\_\_

I hereby verify that:

- A. The borrower meets the nonprofit's eligibility requirements for the HK4E;
- B. The nonprofit will provide a grant/loan in the amount of \$\_\_\_\_\_ to the borrower to be used for the purchase of the home.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

### IV. Union Verification

Union Name: \_\_\_\_\_

I hereby verify that:

- A. The borrower meets the union's eligibility requirements for the HK4E;
- B. The union will provide a grant/loan in the amount of \$\_\_\_\_\_ to the borrower to be used for the purchase of the home.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

### V. Local Jurisdiction Verification

Local Jurisdiction Name: \_\_\_\_\_

I hereby verify that:

- A. The borrower meets the local jurisdiction's eligibility requirements for the HK4E;
- B. The local jurisdiction will provide a grant/loan in the amount of \$\_\_\_\_\_ to the borrower to be used for the purchase of the home.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

