

# How We Review Applications

After the Initial Application Period closes, every complete application is reviewed against two sets of criteria.

## Threshold Criteria — Eligibility

Every application must meet these eligibility threshold tests to move forward to selection:

- **Income eligibility** — Your household income falls within the program's maximum and minimum limits.
- **Mortgage qualification** — A participating lender has pre-approved you for the mortgage you would need.
- **Affordability** — Your total monthly housing cost (mortgage principal and interest, property taxes, hazard insurance, PMI if applicable, and the \$36 land lease fee) is at least **25% of your gross monthly income**.

## Secondary Criteria — Scoring When Multiple Buyers Apply

When two or more qualified households apply for the same home the following criteria are used to score and select a qualified buyer.

- **First generation homebuyers:** Buyer(s) and buyer's parents or guardians have never owned a home. (1 point)
- **Underserved populations:** Defined as households with disabled individuals, or households headed by single parent/legal guardian to a minor child (1 point)
- **First-time homebuyer:** Those who have never owned a primary residence or have not held title to a home within 3 years (1 point)
- **Household-to-unit size match:** Your household size fits the home's bedroom count (1 point):

Unit Size	Household Size
1- BR	1 - 2 persons
2- BR	2 - 4 persons
3- BR	3 - 6 persons
4- BR	4 - 8 persons
5- BR	5 - 10 persons

**Residency:** Selection preference must be given to buyers who live or work in Itasca County. Non-county residents/ those working outside the county can only be selected if no (or not enough) qualified applicants meet the residency preference criteria for a home.

**Tie Breaker:** If two applications tie on score, the application that was completed earliest gets first choice of home.