SECTION 1: EMPLOYEE INFORMATION

Section 1 determines your eligibility in the housing incentive program. Information will be approved by your designated HR representative.

- Complete online applicant eligibility form (Part I)
- ***Applicants will be contacted via e-mail within seven business days***

SECTION 2: PROPERTY PRE-APPROVAL

Section 2 determines the eligibility of the property you wish to purchase through the housing incentive program. If your property is new construction or requires significant rehabilitation, contact the MMDC.

- Complete and submit property pre-approval form (Part II)
- Attach property listing to forms
- Secure additional financing (as needed) through lenders

SECTION 3: RELEASE OF FUNDS

Section 3 outlines the steps necessary for the release of funds.

- Complete, sign, and submit forms (Part III)
- Submit promissory note
- Attach Tax Acknowledgment form
- Purchase home owner’s insurance
- Ensure any outstanding property taxes are paid on currently owned properties

SECTION 4: POST-CLOSING REQUIREMENTS

The following documents are required after closing:

- Proof of residency change within 90 days of moving
- Annual proof of employment in good standing
- Proof of home owner’s insurance and current with property taxes (annual)

SECTION 5: OTHER DOCUMENTATION

Review the Schedule of Loan Forgiveness section in the Program Guidelines and call your HR representative or MMDC to understand your role in the following events: sale of property, separation of employment, inhabitable property, change of residence, default on loan or mortgage, or bankruptcy.

MMDC Office Information:

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