

U. S. Department of Housing and Urban Development
Atlanta Homeownership Center
40 Marietta Street
Atlanta, Georgia 30303-2806
(800) CALLFHA or (800) 225-5342



RECERTIFICATION

HUD Home Discount Sales Program and Secondary Financing

Approval Date: October 2, 2024

Expiration Date: October 2, 2026

Approved for the Following Areas:

HUD Homes/Secondary Financing: Zip Codes - 60002 60010 60011 60015 60020
60030 60031 60035 60037 60040 60041 60042 60044 60045 60046 60047 60048
60049 60060 60061 60064 60069 60073 60075 60079 60083 60084 60085 60086
60087 60088 60089 60092 60096 60099 60201 60202 60203 60091 60026 60062

Mr. Robert Anthony
President
Community Partners for Affordable Housing
f/k/a Affordable Housing Corp. of Lake County
800 S. Milwaukee Ave-Suite 201
Libertyville, IL 60048

Dear Mr. Anthony:

The Atlanta Homeownership Center is pleased to inform you that **Community Partners for Affordable Housing** *f/ka/a Affordable Housing Corp of Lake County* has been **recertified** as a nonprofit agency to perform the following activities within the geographical areas listed above:

- **Purchase HUD REO Properties at a Discount**
- **Serve as a Provider of Secondary Financing**

Please be aware, your nonprofit approval will expire on October 2, 2026. Recertification application documents must be submitted to the appropriate HOC, via the Nonprofit Data Management System (NPDMS), at least 90 days prior to the end of the approval period. **Failure to complete the recertification process for re-approval prior to the expiration date will result in your agency's removal from the HUD Nonprofit Roster, effective on the expiration date.**

Your agency is currently restricted to purchasing and having **ten (10) HUD REO** properties (*this is a revolving number*) in your inventory at any given time. All HUD approved nonprofit agencies purchasing HUD REO properties at a discount, are required to report on those properties individually within 60 days of the resale, using the Nonprofit Data

Alabama • Florida • Georgia • Kentucky • Illinois • Indiana • Mississippi • North Carolina • South Carolina • Tennessee • Caribbean

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Management System (NPDMS). For further information regarding this reporting process, please refer to the new Single Family Policy Handbook, *Handbook 4000.1: I. DOING BUSINESS WITH FHA, B. OTHER PARTICIPANTS, 4. Nonprofits and Governmental Entities. c. Post Approval Documents, iii. HUD Homes Individual Property Files, (B) Standard, (C) Required Documentation.*

To access the list of properties available for purchase to nonprofit agencies, please access the Department's property list at the following web site: www.hudhomestore.com. Asset Management (AM) Contractors are currently responsible for the sale of HUD's REO properties. Any questions regarding access to properties; bid results and instructions; and available properties should be addressed directly to the AM listed on the website.

As required by the HUD Homes Discount Sales Program, you have obtained a Name and Address Identification Number (NAID) which is **AFFRDB3457**. If there is any change to your address, agency contact, etc., your NAID application must be modified electronically at: <https://www.yardiasptx11.com/39444naidliveportal/jsp/index.jsp>.

All nonprofit agencies approved for the HUD Homes program are subject to the following limitations:

1. Unless an exception is granted in writing, the nonprofit purchaser of an REO property at a discount, shall not resell the property for an amount more than **110 percent** of the **allowed** net development costs. For information regarding **Net Development Costs**, please refer to *Handbook 4000.1: I. DOING BUSINESS WITH FHA, B. OTHER PARTICIPANTS, 4. Nonprofits and Governmental Entities, c. Post Approval Documents, iii. HUD Homes Individual Property Files, (D) HUD Homes – Net Development Costs.*
2. All REO properties purchased at a discount by an approved nonprofit, must be sold to homebuyers who intend to occupy the property as their principal residence, and whose income is at or below 115 percent of median income in the area when adjusted for family size.
3. Approved nonprofits must have a functional accounting system that operates according to generally accepted accounting principles to properly capture property specific costs and revenues.
4. In accordance with FHA regulations, approved nonprofits may not purchase more than seven (7) units in a specific neighborhood (defined as a two (2) block radius). Should you wish to purchase more than seven (7) units within a two block radius, a request for a waiver to the seven (7) unit limitation, together with a justification and any documentation that supports the request, must be submitted to this office.

Please provide a copy of this letter to any lender providing FHA financing in conjunction with any of the above approved programs. This approval is limited to the geographic areas listed on the first page of this letter.

If you wish to expand into geographical areas other than those for which you have been approved, you must contact the Atlanta Homeownership Center for expansion requirements. In addition, if there are any changes to your approved **Affordable Housing Program Plan**, we must be notified and approve of these changes, prior to implementation.

As a participant in FHA programs, it is the nonprofit agency's responsibility to be aware of guidelines and procedures relative to FHA programs and to maintain knowledge of any updates that relate to these guidelines and procedures. Guidance and information is made available on the HUD Internet site located at

http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/np. Those agencies that do not adhere to Departmental guidelines and procedures are subject to possible suspension and/or removal from the approved nonprofit listing. You can receive notification of program policies, updates, and training by registering at the following website: www.hud.gov/subscribe.

We appreciate your interest in FHA programs and your commitment to meeting the housing needs of low-and moderate-income persons. If we can be of further assistance, please contact Aixa Bastar, Housing Program Specialist, at Aixa.Bastar@hud.gov, myself at Rachel.A.Lavelanet@hud.gov, or the FHA Resource Center at 1 (800) CALL FHA.

Sincerely,



Rachel A. Lavelanet
Director
Program Support Division

Enclosures:

Approved Legal Instruments
2024 Special Notice
Median Income Certification

SEE FHA APPROVED LEGAL INSTRUMENTS