

Arlington County MIPAP
(Moderate Income Purchase Assistance Program)
Pre-Approval Process

10/26/18

Step 1	<ul style="list-style-type: none"> Gather income and tax documents for all borrowers
Step 2	<ul style="list-style-type: none"> Attend a 6-hour, in-person* VHDA Homebuyer Education Class (Receive Certificate of Completion)
Step 3	<ul style="list-style-type: none"> Obtain a mortgage Pre-Qualification letter from a VHDA approved lender
Step 4	<ul style="list-style-type: none"> Submit Pre-Approval Packet and All required documents <u>by appointment only:</u> <p>Arlington County Department of Community Planning, Housing & Development 2100 Clarendon Blvd., Suite 700 Arlington, VA 22201</p> <p>To make an appointment contact Odalis Barrios at obarrios@arlingtonva.us</p> <p><i>Submit only photocopied documents. Copies will not be returned by staff. Original documents are not accepted. Appointment times for drop-off: 12pm-4:00pm Tuesday, Thursday and Friday.</i></p> <p style="text-align: center;">-----DO NOT MAIL or EMAIL DOCUMENTS-----</p> <ul style="list-style-type: none"> Applicant will receive an email confirmation of documents received. Applicant may also receive an email request for additional information. <p style="text-align: center;"><u>APPLICATION REVIEW/DETERMINATION MAY TAKE UP TO 60 DAYS</u></p>
Step 5	<ul style="list-style-type: none"> If MIPAP is approved, borrower will attend MIPAP Briefing
Step 6	<ul style="list-style-type: none"> Borrower(s) works with real estate agent and lender to identify a home and secure 1st trust funding for amount of purchase- minus the MIPAP pre-approved amount.
Step 7	<ul style="list-style-type: none"> Borrower(s) and lender submit ratified contract packet to Arlington County Housing Division via email to: Odalis Barrios- obarrios@arlingtonva.us <p style="text-align: center;">Closing date must be at least 30 days from submission of completed ratified contract packet</p>
Step 8	<ul style="list-style-type: none"> Borrower(s) and lender will receive final MIPAP decision.
Step 9	<ul style="list-style-type: none"> If final approval is granted, Arlington County CPHD Housing Division will work with borrower(s), lender, title company and other entities to complete the transaction.

This process includes an Arlington County Housing Quality Standards (HQS) home inspection.