



House Keys for Employees Online E-Seminar/Tutorial

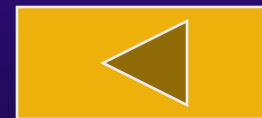
Tutorial coordinated through the Calvert County, Maryland
Department of Economic Development





From the Commissioners...

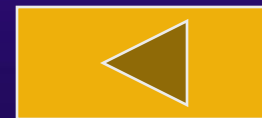
- ◆ The Calvert County Board of County Commissioners (BOCC) wants to help the County's workforce realize the dream of home ownership
- ◆ As the first County in Maryland to participate in the State's "House Keys 4 Employees" (HK4E) program, the BOCC provides support to the private sector, local government and public school employees, and County residents, by participating in this program.
- ◆ By following the e-tutorial, you're taking the first step in realizing the dream of home ownership in Calvert County.





What is HK4E?

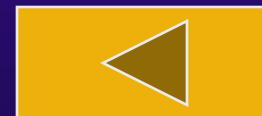
- ◆ HK4E is managed and administered by the Department of Housing and Community Development (DHCD).
- HK4E is an employer partnership program to help Maryland's workforce become homeowners through a creative match program with the State of Maryland.
- HK4E enables eligible homebuyers to receive additional down payment and/or closing cost assistance on the purchase of a first home.





Who qualifies?

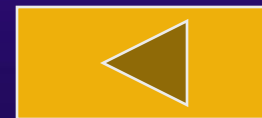
- Any borrower who receives a contribution for down payment and/or closing cost assistance from a participating employer, local government, union, or nonprofit agency, and meets the eligibility criteria under the Maryland Mortgage Program (MMP), may participate in HK4E.
- To receive the Calvert County contribution, purchasers must be first-time homebuyers and purchase a home in Calvert County, regardless of where their employer is located.





How does it work?

- The employer's contribution toward closing and down payment costs may be matched up to \$2,500 by Calvert County Government (for a total local assistance amount of up to \$5,000).
- DHCD will then match local contributions dollar-for-dollar, up to \$5,000.
- The DHCD match is in the form of a 0% deferred loan that is repayable at the time of payoff or refinance, or upon the sale or transfer of the house.
- DHCD also offers additional closing cost assistance programs (entitled DESLP or MMP Plus) which provide up to \$5,000.

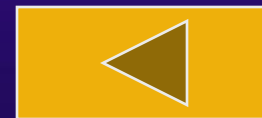




Example

- Through a combination of State and local funds, eligible borrowers could receive up to \$15,000 toward closing and down payment costs for the purchase of a home:

– Participating Employer Contribution	\$ 2,500
– Calvert County Government Match	\$ 2,500
– HK4E State Match	\$ 5,000
– Add'l. Available State DSELP/MMP	
Plus Loan	\$ 5,000

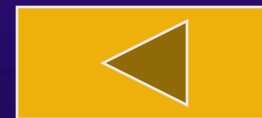




Participating Local Employers

- Calvert County Government
- Calvert County Public School System
- Royale Dining Services
- Chaney Enterprises

Check back often! Other participating companies will be added as they join the program. For information on signing your employer, visit [House Keys 4 Employees](#).





Getting Started in HK4E

Click Relevant Link

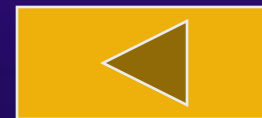
Business Owners

Employees



Just for Employers

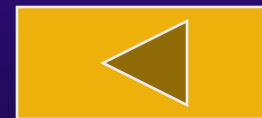
- Would you like to add this incentive to your benefits package?
 - [Review the Employer Guidelines](#)
 - [Complete and submit the Employer Participation Agreement to DHCD](#)
 - [Contact Information](#)





Just for Employees

- Would you like to determine whether you are eligible?
 - [Review the borrower section on the DHCD website](#)
 - Contact your employer to determine whether they are a participating employer
 - If your employer is a participant, [complete the verification of participant form](#)
 - [Local Contact Information](#)





Local Contact Info

- **For Home Buyers:**

Calvert County Dept. of Community Resources

Phone: 410-535-1600, ext. 8803

E-mail: communityresources@co.cal.md.us

Web site: www.co.cal.md.us

- **For Business Owners:**

Calvert County Dept. of Economic Development

Phone: 410.535.4583 or 800.331.9771

E-mail: info@ecalvert.com

Web site: www.ecalvert.com

