

Mapping Your Way The Housing Counseling Process



1152 North Christiana Ave., Chicago, IL
Phone: 773-489-8484
Email: intake@lucha.org

Step 1 Attend Homebuyer Workshop



- All prospective home buyers must attend a 6-hour LUCHA Homebuyer Education Workshop.
- Workshop covers topics of budgeting, credit, shopping for a home, purchase contracts, mortgage options, etc.
- All participants who complete the workshop are eligible for an official certificate of completion.

Step 2 Complete LUCHA Intake Packet & Documents



In order to schedule an appointment with a housing counselor, the LUCHA Intake Packet must be fully completed and all documents must be submitted to ensure a high quality housing counseling session based on factual information. Please refer to LUCHA's Intake Packet, page 11, for a full list of required documents. Documents can be emailed to intake@lucha.org.

Step 3 Schedule & Keep Housing Counseling Appointment



Once your documents are submitted and your housing counseling appointment is confirmed, the following is prioritized and completed over multiple sessions:

- Complete overview of intake packet information and documents;
- Accurate needs assessment is conducted;
- Household income and expenses are documented;
- Household debt level is determined;
- Your credit report(s) are reviewed;
- Credit challenges are identified;
- Household savings are determined and documented;
- A household budget is developed;
- Budget is analyzed and modifications are recommended;
- Various calculations including affordability based on income and debt are conducted;
- A written action plan is developed;
- A determination on the length to become mortgage ready is discussed with you as well as the number of housing counseling sessions recommended; and
- List of community partners is provided to client.

Step 4 Follow-Up and Complete Action Plan Tasks



At the first meeting and in follow-up housing counseling sessions, an action plan is developed including the following to get client mortgage ready:

- Goal including any issues that must be resolved;
- Steps for reaching goal and who will be responsible for each step; and
- Estimated time frame for steps.

Step 5 Receive Lender Pre- Approval & Shop for Home



LUCHA will provide information on the entire homeownership process using:

- Handouts created by the agency or its Intermediary;
- Links to relevant online information, sent to you via a follow up email; and
- Materials provided by LUCHA, HUD, Housing Action Illinois, and other vetted sources.

Step 6 Request Workshop Certificate Prior to Closing



LUCHA Homebuyer Education certificates are not issued until a Certificate Request Form is completed by the client and lender and the Pre-Closing Disclosures and Loan Estimate are provided to LUCHA. Documents can be emailed to intake@lucha.org. These documents are required by the US Department of Housing and Urban Development.