



## Mapping Your Way to Receiving Your LUCHA Homebuyer Workshop Certificate

LUCHA Homebuyer Education Certificates are not issued until the steps below are completed and all required documents are provided to LUCHA. This information is required for LUCHA to remain in compliance with the U.S. Department of Housing and Urban Development (HUD) Housing Counseling Program, Regulation CFR Part 214, the HUD Handbook 7610.1 Rev-5 and maintain its certification as a HUD-approved housing counseling agency.

### STEP 1: ATTEND HOMEBUYER WORKSHOP

- I attended a LUCHA Homebuyer Workshop, received all essential information from the instructors, and completed a **LUCHA Workshop Registration Form**.

### STEP 2: SCHEDULE APPOINTMENT WITH A HOUSING COUNSELOR

- I scheduled an appointment for an in-person or phone housing counseling session with a LUCHA HUD-certified housing counselor at 773-489-8484 after the workshop. *This is a requirement to obtain certificate and the reason why the workshop is reduced from 6 hours to 8 hours. Not required if you are already receiving housing counseling from LUCHA.*

### STEP 3: COMPLETE AND SUBMIT CERTIFICATE REQUEST FORM & REQUIRED DOCUMENTS

- I received, completed, and submitted the signed **LUCHA Certificate Request Form** to [gleon@lucha.org](mailto:gleon@lucha.org). *An electronic copy of the certificate will be sent to your loan officer and to you at the emails provided on the LUCHA Certificate Request Form.*
- The required copy of the **Loan Estimate (LE) & Closing Disclosure (CD)** was submitted to [gleon@lucha.org](mailto:gleon@lucha.org).

### STEP 4: RECEIVE CERTIFICATE

- I received my certificate within 2 business days after submission of the **Certificate Request Form, Loan Estimate, and Closing Disclosure** & after I completed my housing counseling appointment.

PROGRAM	CONTACT
Guillermina Leon, HUD-Certified Housing Counselor	
Email: <a href="mailto:gleon@lucha.org">gleon@lucha.org</a>	
Phone: 773-772-7170, x3205	

1116 N. KEDZIE AVENUE | CHICAGO, IL 60651

EMAIL: [intake@lucha.org](mailto:intake@lucha.org) TEL: 773.772.7170 FAX: 773.772.1752



# Homebuyer Education Certificate Request Form

Homebuyer Education Class Certificates are not issued until the information below is completed and provided to LUCHA, along with the required documents aforementioned. We use this information for reporting purposes to our funders.

Please complete & email to: [gleon@lucha.org](mailto:gleon@lucha.org)

## PART 1: TO BE COMPLETED BY BORROWER

Name(s) of person who attended the class: \_\_\_\_\_

Date of Class: \_\_\_\_/\_\_\_\_/\_\_\_\_

I hereby authorize my Lender and/or Title/Escrow Company to provide a copy of the Closing Disclosure and the Loan Estimate to LUCHA when I close escrow on my home purchase.

Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Co-Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(If applicable)

## PART 2: TO BE COMPLETED BY LOAN OFFICER / MORTGAGE BROKER

### CONTACT INFORMATION WHERE YOU WANT THE CERTIFICATE TO BE SENT:

Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

### LOAN INFORMATION:

Lender/Mortgage Company Name: \_\_\_\_\_

Loan Officer Name: \_\_\_\_\_

Loan Officer Phone Number: Email Address: \_\_\_\_\_

### PURCHASE INFORMATION:

Estimated Closing Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Total Purchase Price: \$ \_\_\_\_\_

Total Down Payment Assistance Amount: \$ \_\_\_\_\_ Seller Credit: \$ \_\_\_\_\_

Program(s): \_\_\_\_\_ Lender Credit: \$ \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### TITLE/ESCROW COMPANY INFORMATION:

Title/Escrow Company Name: \_\_\_\_\_ Escrow #: \_\_\_\_\_

Loan Officer Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

FOR LUCHA INTERNAL PURPOSES ONLY - TO BE FILLED OUT BY LUCHA STAFF UPON RECEIPT

Date Request Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Certificate Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_



## HOMEBUYER EDUCATION CERTIFICATE REQUEST FORM INSTRUCTIONS

**Name(s) of person who attended the class:** Enter the name exactly as entered in the registration form. This will allow us to cross-reference our database and issue your unique certificate number.

**Date of class:** Provide the exact date of the class that you attended (*Month, Day, Year*). All issued Education Certificates are valid for 12 months from the date of issuance.

**Contact information where you want certificate to be sent:** This is the person that will receive your certificate. Please make sure to include exact information and a follow-up phone number for the LUCHA team to contact should there be any issues with issuing your certificate. If you would like a copy of the certificate for your own records, please list yourself as the borrower in this section.

**As a HUD-approved Housing Counseling Agency #81212, HUD requires us to collect the information below for group education reporting purposes.**

**Lender/Mortgage Company Name:** List the lender that pre-qualified or pre-approved you for your mortgage and who will receive your certificate. If you are currently not working with a lender, leave blank.

**Loan Officer Name:** List the loan officer that pre-qualified or pre-approved you for your mortgage and who will receive your certificate. If you are currently not working with a lender, leave blank.

**Loan Officer Phone Number and Email Address:** List the lender contact information that pre-qualified or pre-approved you for your mortgage and who will receive your certificate. If you are currently not working with a lender, leave blank.

**Estimated Closing Date:** This doesn't have to be an exact date. List the date when you anticipate to close on your mortgage.

**Total Purchase Price:** List the total purchase price of the property that you are purchasing.

**Total Down Payment Assistance Amount:** If you are receiving any federal, state, county, city, or any other down payment or closing assistance funds, list the total amount in down payment and/or closing assistance funds that will be used toward your purchase.

**Program(s):** If you are receiving any federal, state, county, city, or any other down payment or closing assistance funds, list the programs that are providing this down payment and/or closing assistance funds.

**Seller Credit:** The total amount of seller credits (funds) applied toward your home purchase.

**Lender Credit:** The total amount of lender credits (funds) applied toward your home purchase.