



## **Proposal Documents**

Oklahoma County Home Finance Authority

Prepared by Neighborhood Housing Services Oklahoma City, Inc.

4101 N Classen Blvd Ste A.

Oklahoma City, OK 73118

(405) 231-4663



4101 N Classen Blvd Ste. A  
OKLAHOMA CITY, OK 73118  
PHONE 405-231-4663  
CELL 405-209-9416  
KATRINAW@NHSOKLA.ORG  
WWW.NHSOKLA.ORG



**KATRINA WASHINGTON**  
*EXECUTIVE DIRECTOR*



## NEIGHBORHOOD HOUSING SERVICES OKLAHOMA

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4101 North Classen Boulevard Suite A  
Oklahoma City, Oklahoma 73118  
405-231-4663 [www.nhsokla.org](http://www.nhsokla.org)

**Date:** March 1, 2026

**Board of Directors**

Oklahoma County Home Finance Authority  
Oklahoma City, Oklahoma

Dear Members of the Board:

On behalf of Neighborhood Housing Services Oklahoma (NHSOKLA), I am pleased to submit the enclosed proposal for consideration by the Oklahoma County Home Finance Authority (OCHFA) Board of Directors. This proposal outlines a supportive services partnership under which NHSOKLA would provide transaction processing and closing support related to OCHFA's Down Payment Assistance (DPA) programs, formalized through a Memorandum of Understanding.

The intent of this partnership is to strengthen OCHFA's operational capacity while preserving appropriate governance and oversight. Specifically, the proposed arrangement is designed to (1) ensure continuity during periods when executive staff are unavailable and (2) provide a scalable administrative solution as loan and DPA volume increases. In both scenarios, NHSOKLA's role is limited to administrative and transactional functions; OCHFA retains full authority over program policy, lender participation, and strategic direction.

The enclosed board packet includes:

- A one-page workflow diagram illustrating the end-to-end DPA transaction and closing process;
- A brief "Why This Matters" summary highlighting risk mitigation, timeliness, and operational efficiency; and
- A side-by-side comparison of transactions handled internally versus those supported by NHSOKLA.

NHSOKLA brings extensive experience in lender coordination, escrow and wire verification, and post-closing documentation, as well as a strong track record of safeguarding public funds through documented controls and compliance-driven processes. We believe this partnership would allow OCHFA to maintain high service standards while reducing operational risk and administrative burden.

Thank you for your time and thoughtful consideration of this proposal. I welcome the opportunity to discuss the materials further or answer any questions the Board may have.

Sincerely,



**Katrina Washington**  
Executive Director  
Neighborhood Housing Services Oklahoma



## Neighborhood Housing Services Oklahoma

### Organizational Background

Neighborhood Housing Services Oklahoma (NHSOKLA) is a nonprofit housing organization dedicated to expanding sustainable homeownership opportunities and strengthening neighborhoods across Oklahoma. Established as part of the national NeighborWorks network, NHSOKLA has served Oklahoma City and surrounding communities for decades by providing housing counseling, homebuyer education, down payment assistance administration, and post-purchase support for low- and moderate-income households.

NHSOKLA is a **chartered member of NeighborWorks America**, a congressionally authorized nonprofit, and operates as a **HUD-approved housing counseling agency**, reflecting adherence to nationally recognized standards for financial stewardship, compliance, and program delivery. The organization regularly works in coordination with lenders, title and escrow companies, local governments, and philanthropic partners to ensure housing transactions involving public and private funds are executed accurately, efficiently, and in accordance with applicable program requirements.

In addition to direct client services, NHSOKLA provides administrative and operational support for housing finance programs, including transaction coordination, documentation review, wire verification, and post-closing confirmation. NHSOKLA's experience managing time-sensitive financial processes and layered funding structures positions the organization to support public housing finance entities in a manner consistent with fiduciary responsibilities and audit expectations.

# **Project Introduction and Summary**

## **OCHFA Transaction Processing & Closing Support Partnership**

This proposal presents a structured supportive services partnership between the Oklahoma County Home Finance Authority (OCHFA) and Neighborhood Housing Services Oklahoma to provide administrative transaction processing and closing support for OCHFA's Down Payment Assistance (DPA) and related mortgage origination programs.

The proposed partnership is designed to enhance operational continuity and administrative capacity while maintaining clear governance boundaries. Specifically, the arrangement addresses two use cases: (1) temporary coverage during periods when executive staff are unavailable and (2) recurring administrative support as loan and DPA volume increases. Under the proposed Memorandum of Understanding, NHSOKLA would perform defined, non-discretionary administrative functions—including lender verification, file intake, DPA requisition processing, wire verification, fund disbursement coordination, and post-closing confirmation—pursuant to OCHFA-approved procedures.

Program authority, underwriting decisions, lender approval, and policy oversight remain solely with OCHFA. NHSOKLA's role is limited to execution of ministerial and transactional tasks, with controls designed to promote timeliness, accuracy, fraud prevention, and documentation sufficient for monitoring and audit purposes.

By formalizing this partnership, OCHFA can mitigate operational risk, ensure timely disbursement of public funds, and increase flexibility as program activity fluctuates, while preserving transparency, accountability, and board oversight consistent with public finance and bond authority best practices.

### **I. Purpose of the Partnership**

The Oklahoma County Home Finance Authority (OCHFA) administers Down Payment Assistance (DPA) and mortgage origination programs that require **time-sensitive transaction processing, wire verification, and closing coordination** with participating lenders and title/escrow companies.

As loan volume increases—and to ensure continuity during periods when the Executive Director is unavailable—OCHFA seeks a qualified nonprofit partner to provide **supportive transaction processing and closing services** under a Memorandum of Understanding (MOU).

Neighborhood Housing Services Oklahoma (NHSOKLA), a HUD-approved housing counseling agency with extensive experience in **DPA administration, lender coordination, escrow verification, and compliance documentation**, proposes to serve in this role.

## **II. Scope of Services (Applies to Both Scenarios)**

Under this partnership, NHSOKLA would provide the following **transaction processing and closing support services** on behalf of OCHFA:

### **1. Participating Lender Verification**

- Confirm that the originating lender is an approved OCHFA participating lender prior to file acceptance.

### **2. File Intake & Closing Information Review**

- Receive the loan file from the lender.
- Review closing details for completeness and consistency with OCHFA program requirements.

### **3. DPA Grant Requisition Intake (48–72 Hours Pre-Closing)**

- Receive the DPA Grant Requisition request from the lender no later than 48–72 hours prior to the scheduled closing date.
- Confirm that the requisition was generated through the approved lender portal and meets timing requirements, consistent with the DPA Grant Requisition procedures

#### 4. Wire & Closing Verification

- Independently verify wire instructions and closing information directly with:
  - The participating lender, and
  - The title/escrow company
- Conduct verbal verification to mitigate wire fraud risk, consistent with best practices reflected in the example documentation

#### 5. DPA Wire Processing

- Process and initiate the DPA wire transfer **within 24 hours of the scheduled closing**, subject to receipt of complete and verified documentation.

#### 6. Post-Closing Verification & Invoicing

- Verify that the loan closed as scheduled.
- Confirm DPA disbursement and closing completion.
- Submit documentation to OCHFA for reimbursement and payment of services, using the established requisition and confirmation materials illustrated in the example file

### III. Service Scenarios

#### Scenario 1: Contingency / Backup Support (Executive Director Unavailable)

##### Purpose:

To ensure uninterrupted transaction processing during periods when OCHFA's Executive Director is unavailable due to leave, travel, illness, or other operational constraints.

##### Key Characteristics:

- Services activated **as needed**
- Limited to transactions occurring during designated coverage periods
- NHSOKLA acts as an **authorized processing agent**, not a policy decision-maker

##### Ideal Use Case:

- Temporary coverage
- Risk mitigation and continuity planning
- Preventing delayed closings or missed funding deadlines

## **Scenario 2: Recurring Transaction Processing Services (Increased Volume)**

### **Purpose:**

To provide ongoing transaction processing and closing support as loan and DPA volume increases, allowing OCHFA leadership to focus on **program oversight, lender relationships, and strategic growth.**

### **Key Characteristics:**

- Services provided on a **recurring, per-file basis**
- Scalable to match monthly or quarterly loan volume
- Predictable workflow and cost structure

### **Ideal Use Case:**

- Sustained or growing origination volume
- Operational efficiency
- Separation of executive oversight from day-to-day transaction processing

## **IV. Suggested Fee Structure**

The following fee options are designed to be **reasonable, transparent, and aligned with industry norms** for DPA administration and wire processing.

### **Option A: Per-File Fee (Recommended for Both Scenarios)**

- **\$425 per closed loan file**

This fee includes:

- Lender verification
- File intake and review
- DPA requisition processing
- Wire verification
- Wire initiation
- Post-closing verification and invoicing

This rate reflects the time-sensitive nature of wire processing, dual-party verification requirements, and post-closing compliance documentation.

### **Option B: Tiered Volume Discount (Scenario 2 Only)**

#### **Monthly Closed Files Fee Per File**

1–10 files	\$425
11–25 files	\$400
26+ files	\$375

## **V. Controls, Compliance, and Risk Management**

- NHSOKLA will operate under written procedures approved by OCHFA.
- All wire instructions will be verbally verified with lenders and title companies prior to fund release.
- NHSOKLA will maintain documentation sufficient for audit, monitoring, and public accountability.
- NHSOKLA will not approve program eligibility or underwriting decisions—services are strictly administrative and transactional.

## **VI. Term & Documentation**

- Services to be formalized through a **Memorandum of Understanding (MOU)**.
- Initial term: **12 months**, with renewal options.

- Either party may terminate with written notice, subject to completion of in-process files.

## **VII. Value to OCHFA**

This partnership provides OCHFA with:

- Operational continuity
- Reduced risk of delayed closings
- Scalable administrative capacity
- Clear separation between executive oversight and transaction execution
- Predictable and transparent costs

# DPA Transaction Processing & Closing Workflow

Board-level process map (OCHFA + NHSOKLA supportive services)

## 1. File submitted

Lender → NHSOKLA



## 2. Lender verified

OCHFA approval check



## 3. Closing reviewed

Dates, DPA, escrow



## 4. Requisition received

48-72 hrs pre-close



## 5. Wire verified

Lender + title confirm



## 6. DPA wire sent

≤24 hrs of closing



## 7. Closing confirmed

Post-close verification



## 8. Invoice submitted

Reimbursement request

### Coverage scenarios

- Scenario 1: Contingency support when Executive Director is unavailable
- Scenario 2: Recurring processing support as volume increases

### Board of Directors

- Tom Rosser (Gateway Mortgage)
- Jennifer Arsenault (Cody) (Flotilla Realty)
- Dr. Andrea Benjamin (NE OKC Renaissance)

## Why This Matters (Board Summary)



A simple, scalable control system for time-sensitive DPA funding

### Protects closings

- Pre-close requisition intake (48–72 hrs)
- DPA wire sent within 24 hrs of closing
- Fewer last-minute delays and reschedules

### Reduces wire fraud risk

- Independent verification with lender + title/escrow
- Documented confirmation prior to release of funds
- Clear chain of custody for wire instructions

### Scales without burdening leadership

- Continuity when Executive Director is unavailable
- Recurring processing support as volume grows
- Exec time stays focused on oversight + growth

## What the Board is approving

### Governance + Control

- OCHFA retains program authority and oversight
- NHSOKLA performs administrative processing only
- Two-party verification before any wire release
- Audit-ready documentation for each funded file

### Operational Outcomes

- On-time closings and lender confidence
- Lower risk of funding delays and exceptions
- Continuity during absences or peak volume
- Scalable cost structure tied to production

## Role Clarity: Executive Director vs. NHSOKLA



Separation of oversight (OCHFA) from transaction processing (supportive services)

### Executive Director (OCHFA)

Oversight, approvals, exceptions, partner relationships

- Program oversight and policy decisions
- Maintain/approve participating lender list
- Escalation point for exceptions and disputes
- Relationship management (lenders, bank/escrow partners)
- Board reporting and stakeholder communication

### NHSOKLA (Supportive Services)

Processing, verification, documentation, invoicing

- Verify lender approval (pre-file acceptance)
- Receive file and validate closing details
- Receive DPA requisition 48–72 hrs pre-close
- Verify wire instructions with lender + title/escrow
- Send DPA wire within 24 hrs of closing
- Confirm closing and submit invoice for reimbursement

**Result: faster, safer closings—without increasing day-to-day load on OCHFA leadership.**

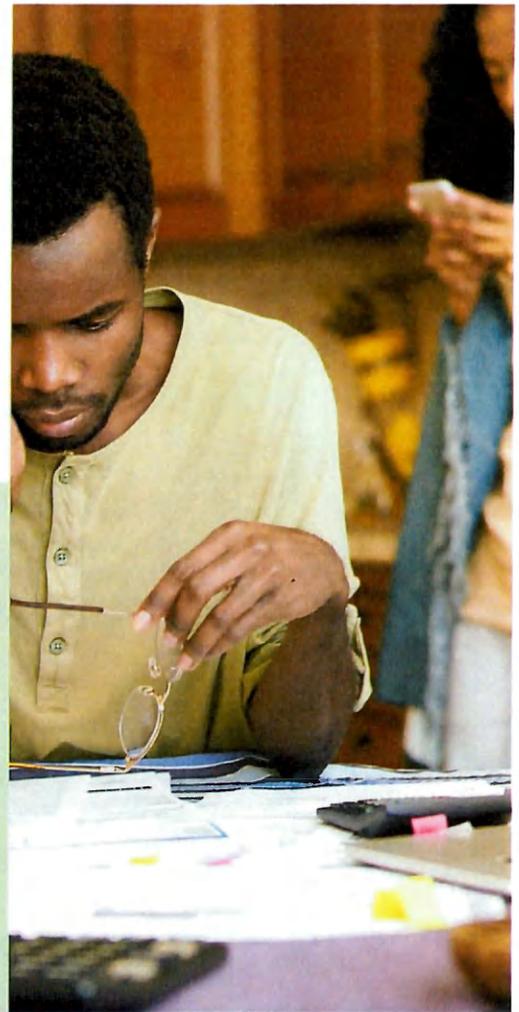


# Get Your House in Order

April 11, 2026

## Community Housing Seminar

This free, community-centered event equips individuals and families with practical tools to protect their homes, build financial stability, and plan for generational wealth. Participants will engage in workshops and interactive resource panels led by housing, legal, and financial professionals, covering topics such as **estate planning and wills, probate and heirs' property, credit and budgeting, property taxes and liens, home affordability, and sustainable homeownership**. Attendees will also have the opportunity to sign up for a certified homebuyer education class that qualifies eligible participants for up to **\$18,000 in down payment assistance**.



## Topics Offered:

- Credit and Budgeting
- The Path to Homeownership
- Property Taxes and Liens
- Protecting Your Property Ownership
- Wills, Probate and Estate Planning
- Insurance That Works for You
- Help to Rehab My House

Join us for a day of **valuable insights** and resources to enhance your housing knowledge.

Call us at **405-231-4663** to learn more!

**Register Today** at: [NHSOklahoma.org](https://NHSOklahoma.org)



Location:

Metro Technology Center

1600 Springlake Dr

Neighborhood  
Housing Services



# Neighborhood Housing Services Oklahoma



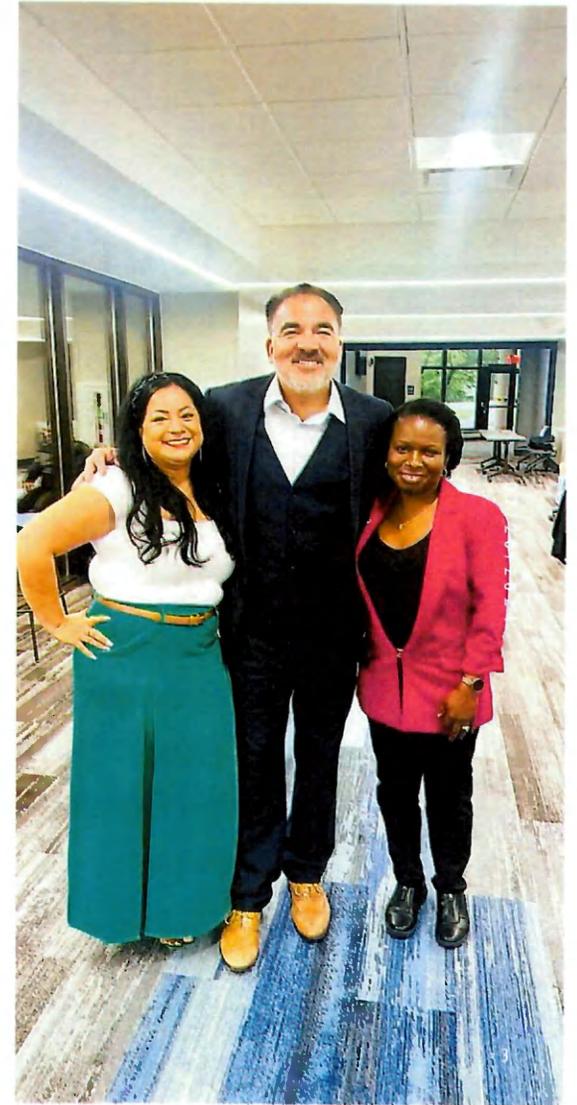
## Our Mission

*To increase the availability of affordable, safe housing options for low-to-moderate income families, by providing assistance to those who wish to become renters or homeowners through a variety of wealth-building programs.*



## Vision

To create a positive impact on our community through financial counseling and homebuyer education, new home construction and renovation, and real estate development—resulting in affordable housing options for all.



# Our Services

Homeownership Center

Counseling

Down Payment Assistance

Housing Development

LIHTC

Property Management/ Real Estate Services

Financial Services

Loan Servicing

Oklahoma Community Land Consortium

Title Services



# Homeownership Center

## **Pre-purchase Counseling**

Our pre-purchase counseling helps prospective homebuyers understand the steps to homeownership, improve their credit and budgeting, and prepare for mortgage readiness with personalized, one-on-one guidance.

## **Homebuyer Education Classes**

Our HUD Certified homebuyer education classes offered in-person and virtually teach participants how to navigate the homebuying process, understand financing options, and become confident, informed homeowners.

## **Foreclosure Prevention Counseling**

Our foreclosure prevention counseling provides homeowners with personalized support and strategies to help them keep their homes and regain financial stability.





Over \$330K  
extended in 2024

## DOWN PAYMENT ASSISTANCE

We offer a range of down payment and closing cost assistance products designed to make homeownership more affordable for low- to moderate-income buyers. Through partnerships with the **City of Oklahoma City**, and **City of Norman**, eligible buyers can receive up to \$18,000 in support.

We also partner with **Weokie Credit Union** to offer the **Weokie HomePath Program**, through which we've helped close **over 34 loans totaling \$5,060,000 in sales and \$1,015,000 in second mortgage production**. In addition, our **Open Door Program** has helped **three additional homebuyers achieve homeownership with 100% financing**.

Both programs empower buyers purchasing homes under \$250,000 to leverage innovative down payment assistance solutions and **realize the dream of homeownership**.



Homepath



## HOUSING DEVELOPMENT

Our housing development team has built and developed more than **180 homes across Oklahoma** over the past decade, creating quality, affordable housing opportunities for families statewide. Each project reflects our commitment to revitalizing communities, increasing access to homeownership, and fostering long-term neighborhood stability.



# Low Income Housing Tax Credit Housing

We actively participate in the development and management of Low-Income Housing Tax Credit (LIHTC) properties, providing high-quality, affordable rental housing that supports long-term community stability and economic inclusion.



## PROPERTY MANAGEMENT AND REAL ESTATE SERVICE



Through our full-service property management and real estate division, we manage more than **70 affordable properties across Oklahoma**, ensuring quality, compliance, and resident satisfaction. Our team provides comprehensive leasing, maintenance, and asset management services, while also helping families access safe, stable, and affordable housing options statewide.

# Financial Services

## **Loan Servicing**

Our loan servicing team provides professional management of affordable housing and down payment assistance loans, ensuring accuracy, transparency, and compliance throughout the life of each loan. We work closely with homeowners to support successful repayment, maintain affordability, and promote long-term financial stability.



# OKLAHOMA COMMUNITY LAND CONSORTIUM

## Oklahoma Community Land Consortium

- Our shared equity model community land trust ensures long-term affordability and community stewardship by allowing residents to purchase homes at reduced prices while retaining shared ownership of the land, thereby fostering stability and investment in our neighborhoods.





## Neighborhood Title

*Our bilingual title services will provide comprehensive and accessible support in both English and Spanish, ensuring that all clients, regardless of language preference, receive clear, effective assistance with title searches, insurance, and settlement services.*

## OUR STORY OF IMPACT

When Pedro Munoz and his wife Aleidi Carrillo found out they were expecting their first child, they wanted to buy a home for their growing family. Pedro said they didn't know much about the home buying process, but they had started saving money for the down payment on a home. "Once the car was paid off, we began saving the money from the car payment, and I started working overtime because our goal was to buy a home since we were expecting our first child," he said. The couple enrolled in an NHSOKLA homebuyer education workshop and said they learned a lot in a short period of time. "Without the help of Neighborhood Housing Services Oklahoma, we would still be struggling to understand the process. The workshop really gives you a lot of information you need to know. There's a lot of responsibility when you buy a home, so it's for your own good to learn. My wife and I put our heads together to reach our goal," he said.

The couple qualified for the HomePath First-Time Homebuyer Program, a program that is a partnership between NHSOKLA and WEOKIE Federal Credit Union that offers down payment assistance. Everything came together in an exciting crescendo, as Pedro and Aleidi welcomed their beautiful daughter the day before they closed on their home. "I'm the first homeowner in my family," Pedro said. "It feels great! It's beneficial to your family. It's yours! If you rent, it's not the same."





Outreach



## OUR BOARD OF DIRECTORS

Thanh Le  
Tran

**Board Chair**  
Asst Vice Pres. Weokie  
Credit Union

Gabriela Chavez

**Board Secretary**  
Managing Broker  
HomeSmart Realty

LaTonia  
Galberth Moore

**Treasurer**  
Teacher,  
OKC Public Schools

Kathleen  
Espinoza

Director  
Community Member

Carolyn Perez

Director  
Retired, Resident

Becky Roten

Director  
Retired, Resident

# Summary of Impact 2020-2025

Initiative	Key Metrics	Achievements
Affordable Housing Development	Number of Units Built: 589	Community Partnerships Strengthened
Property Management	Occupancy Rate: 95%	Tenant Satisfaction Increased
Financial Literacy Programs	Homeownership Rate: 80%	Foreclosure Rates Decreased Homes
LIHTC Projects	Total Tax Credits: \$25 million FY2023	Families Served: 2400
Total Investments	\$131,506,937	Job Created 508

192 Homeowners  
Created!



"I feel empowered because I know things I didn't at first. I would recommend the homebuyer education class to anyone who has doubts about becoming a homeowner. Don't let that fear keep you away!"

Your Donation Empowers  
Oklahomans like Marlon.



Banking Sustainably March 7<sup>th</sup>- Center for Non Profits  
10:00 AM- 11:30 AM

Get Your House in Order- April 111 – Metro Tech  
10:00 AM- 4:00 PM

Roots and Roofs (World CLT Day)- May 15<sup>th</sup>  
4:00 PM-7:00 PM

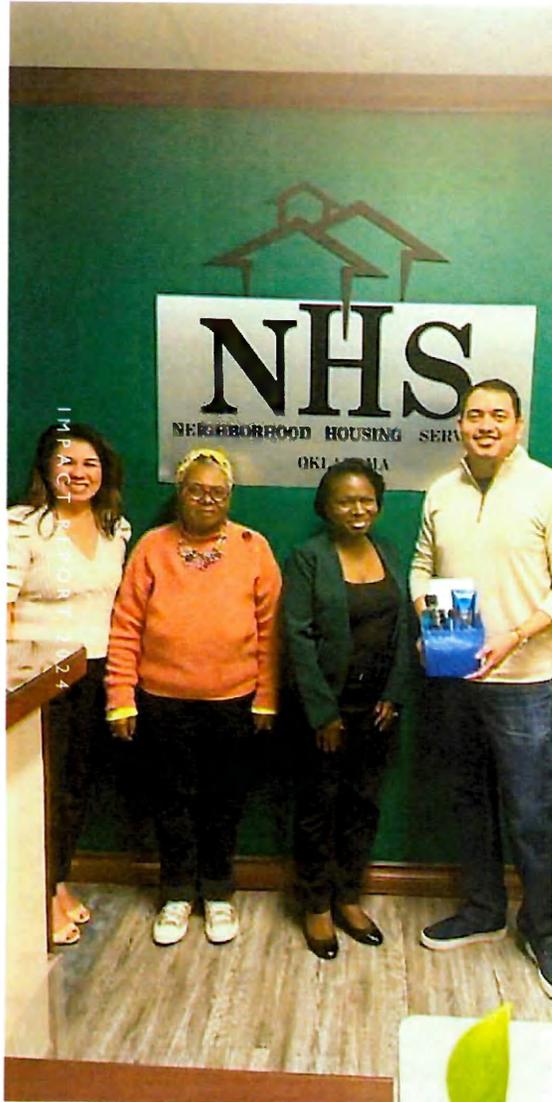
Homeownership First (Tulsa)- May 30  
TBD

A Home of My Own (OHFA)- June 16-17  
9:00 AM- 4:00 PM

Check <http://nhsokla.org> for other events

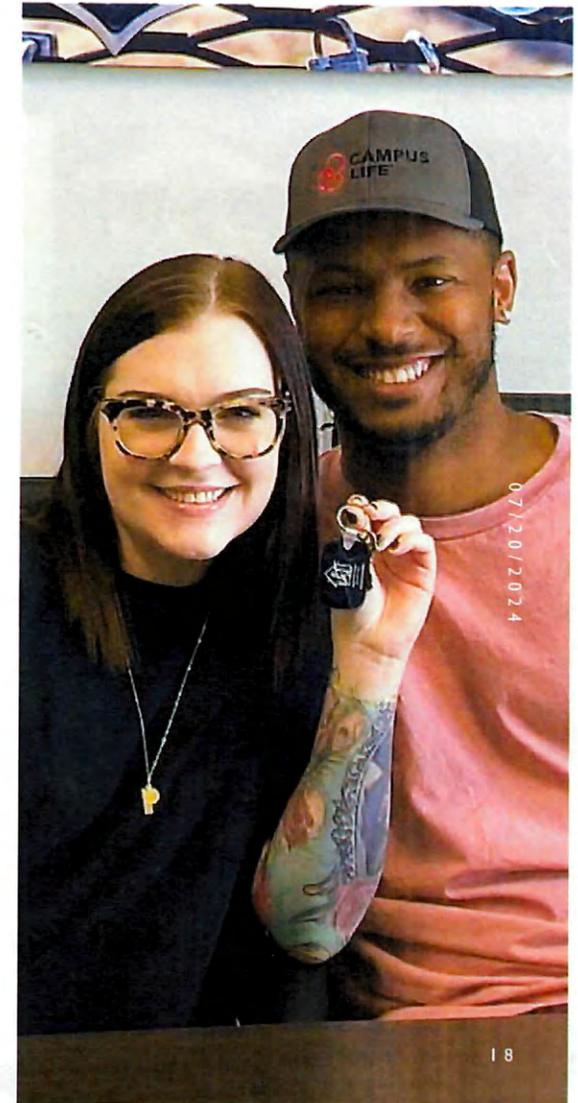
## 2026 Events





## SUMMARY

Neighborhood Housing Services remains committed to providing safe, affordable housing and empowering individuals through comprehensive support services. The introduction of our Community Land Trust and Title Services marks a significant step in our journey to create sustainable, long-term housing solutions for all. Thank you for your continued support and partnership in this mission.





  
Neighborhood  
Housing Services  
Oklahoma

THANK  
YOU

*Katrina Washington*  
*katrinaw@nhsokla.org*

*<http://www.nhsokla.org>*

*405-231-4663*

## Mission

At Neighborhood Housing Services Oklahoma, we work to increase the availability of affordable, safe housing options for low-to-moderate income families, by providing assistance to those who wish to become renters or homeowners through a variety of wealth-building programs.



Neighborhood Housing Services Oklahoma  
4101 N. Classen Blvd. Suite A  
Oklahoma City, Oklahoma 73118



## Proud To Offer These Services

Homebuyer Education  
Housing Counseling  
Downpayment Assistance  
Homes for Sale and Rent  
Property Management  
Title Services  
Land Trust



(405) 231-4663  
[www.nhsokla.org](http://www.nhsokla.org)

## Homebuyer Workshops

NHSOKLA's Homebuyer Education Workshops provide clear, step-by-step guidance to help participants confidently navigate the home buying journey. Through interactive sessions led by local professionals—including mortgage officers, realtors, and home inspectors—attendees gain practical knowledge, valuable tips, and real-world insight into every stage of the process. Our goal is to empower future homeowners with the tools and understanding they need to make informed decisions and become successful, confident buyers.

## Housing Counseling

NHSOKLA's Housing Counseling Services offers individualized support to help you prepare for, achieve, and maintain homeownership. In personalized one-on-one sessions, our certified counselors guide you through budgeting for homeownership, determining how much home you can afford, and developing strategies to improve your credit. If you already own a home and are struggling with payments or facing foreclosure, we'll work with you and your lender to identify solutions—whether that means keeping your home or creating a plan for financial recovery. Our goal is to help you make informed decisions and build long-term housing stability.

## Homes For Sale & Rent

Neighborhood Housing Services Oklahoma offers affordable housing (multi-family and single family home options) throughout Oklahoma. Whether you're in need of immediate housing, or want to be on a path to owning your own home, we can help you find what fits your needs. NHSOKLA has rental properties in the Oklahoma City metro area, El Reno and Muskogee. The quality and affordability of our homes is second to none. Call for availability or check our website at [nhsokla.org](http://nhsokla.org).

**WE ARE  
HERE TO  
HELP!**

**(405) 231-4663  
[www.nhsokla.org](http://www.nhsokla.org)**



## Title Services

NHSOKLA's Bilingual Title Services ensure that all clients, regardless of language, can navigate the closing process with confidence and clarity. Our experienced team provides professional title and closing services in both English and Spanish, helping buyers understand each step of the transaction and their legal rights. We're committed to making homeownership accessible, transparent, and inclusive for the diverse communities we serve.



## Down Payment Assistance Program

NHSOKLA's Down Payment Assistance Programs are designed to make homeownership more accessible by reducing the upfront costs of buying a home. Eligible households may qualify for up to \$18,000 in assistance toward their home purchase, depending on program requirements, the home's location, and available funding. We proudly administer programs for the City of Oklahoma City, City of Norman, WEOKIE HomePath, and Open Door (F&M Bank). Our Homeownership Center team is here to guide you through the process and determine your eligibility—call today to schedule an appointment and take the first step toward owning your home.

## Land Trust

NHSOKLA's Shared Equity Land Trust helps make homeownership more affordable and sustainable for working families. Through this model, homeowners purchase a home and enter into a shared equity agreement with the non-profit. The program reduces costs and ensures long-term affordability. Buyers build equity over time, while the community benefits from permanently affordable housing for future generations.



# Learn How You Can Get Help With Your Home Purchase



## Explore various options to make homeownership more accessible.

Neighborhood Housing Services Oklahoma is a nonprofit community housing development organization that offers:

- Several **Down Payment Assistance** programs to assist homebuyers who have different needs.
- Pre-Purchase **Housing Counseling**
- **Homebuyer Education**-offered in both English and Spanish. Class list at [nhsokla.org](http://nhsokla.org).
- **Affordable Housing**-For Sale and Rental Options

Get closer to owning your dream home. Learn more at: [nhsokla.org](http://nhsokla.org)

## Find the perfect down payment assistance program for you.

Full program details at [www.nhsokla.org](http://www.nhsokla.org) or flip the page for a list of highlights for each down payment assistance program.

**Neighborhood Housing Services Oklahoma**  
**[www.nhsokla.org](http://www.nhsokla.org) (405) 231-HOME**

Our Mission: Since 1981, Neighborhood Housing Services Oklahoma has been the trusted resource in central Oklahoma for access to affordable housing and a path to home ownership through education, financial coaching, building and supportive services.



# Discover Different Types of Down Payment Assistance



## HomePath First-Time Homebuyer Program

Neighborhood Housing Services Oklahoma has partnered with WEOKIE Federal Credit Union to create the **HomePath First-Time Homebuyer program**. It is designed to be a more affordable mortgage option for first-time buyers.

- Must be first-time homebuyer, or haven't owned a home in the past 3 years
- Available to all eligible borrowers in Oklahoma – There are no area or county restrictions. The property you want to buy can be located anywhere in Oklahoma.
- Down Payment Assistance – WEOKIE will provide a grant (not a loan) up to \$7,500. 100%
- Financing – Options with no down payment needed are also available.
- Maximum sales price – \$250,000
- No PMI Requirement– The program eliminates the need for Private Mortgage Insurance.
- Credit Score minimum of 620
- Income requirements apply.

## Open Door First-Time Homebuyer Program

Neighborhood Housing Services Oklahoma has partnered with F&M Bank to assist first-time homebuyers in Oklahoma, Canadian, Logan, and Kingfisher counties who want to become homeowners but may face financial obstacles. For eligible homebuyers, the program offers:

- Must be first-time homebuyer, or haven't owned a home in the past 3 years
- \$0 Down. No down payment needed
- No PMI Requirement– The program eliminates the need for Private Mortgage Insurance.
- 100% financing provided
- Receive a grant of up to \$6,000 for closing costs
- Available for home purchases up to \$250,000
- Credit Score minimum of 620

## Down Payment Assistance Administered through NHSOKLA

Neighborhood Housing Services Oklahoma administers down payment assistance in the following locations to assist those who wish to become homeowners.

### CITY of OKLAHOMA CITY

- Assistance is available to both first-time homebuyers AND those who have already purchased a home in the past. No credit score requirement.
- You may qualify for up to \$18,000 of assistance.
- The property you want to buy must be located inside the Oklahoma City boundary area. See boundary map at: [nhsokla.org/homebuyers/down-payment-assistance](http://nhsokla.org/homebuyers/down-payment-assistance)
- Income restrictions apply and are based on household size.
- Property sales price cannot exceed: \$190,000 for an existing home or \$251,000 for new construction.
- For those who qualify, funds may help with down payment assistance and closing costs.

### CITY OF NORMAN

- Assistance is available to both first-time homebuyers AND those who have already purchased a home in the past. No credit score requirement.
- For those who qualify, funds may help with down payment assistance and closing costs. You may qualify for up to \$14,999 of assistance.
- The property you want to buy must be located inside City of Norman boundary area.
- Income restrictions apply and are based on your household size.
- Property sales price cannot exceed certain limits and vary by county. Details at [nhsokla.org](http://nhsokla.org)

# Smooth Closings, Peace of Mind Comprehensive Real Estate Closing and Escrow Services



At **Neighborhood Title** we understand that the closing process is the final, crucial step in your homeownership journey. Our dedicated team is here to guide you through every detail, ensuring a smooth and stress-free experience. As a nonprofit agency committed to supporting communities, we offer professional real estate closing and escrow services designed to protect your interests and secure your investment.



## What We Offer:

- **Complete Closing Services:** We handle all aspects of the real estate closing process, ensuring that all documents are accurately prepared, reviewed, and executed.
- **Escrow Management:** Our escrow services ensure that funds are securely held and disbursed according to the terms of your agreement.
- **Title Search and Insurance:** We conduct thorough title searches to protect against any potential issues and offer title insurance to safeguard your investment.
- **Document Preparation and Review:** We meticulously prepare and review all necessary legal documents, ensuring compliance and clarity for all parties involved.
- **Bilingual Services Available:** We proudly offer services in both English and Spanish, ensuring that all clients fully understand their rights and responsibilities throughout the process.

## Why Choose Neighborhood Title?

### A Nonprofit Agency with a Mission:

- **Community-Centered Approach:** As a nonprofit, our focus is on serving the community, not making a profit. We reinvest our resources into programs that help build stronger, more sustainable neighborhoods.
- **Expertise You Can Trust:** Our team has extensive experience in real estate closings and escrow management, with a deep understanding of the unique needs of first-time homebuyers and those purchasing through community land trusts.
- **Personalized Support:** We provide tailored services to meet the specific needs of each client, ensuring a personalized and attentive experience.

### Your Path to a Successful Closing:

1. **Initial Consultation:** Meet with our team to discuss your closing needs and learn about our process.
2. **Document Preparation:** We prepare all necessary documents and ensure they are ready for review.
3. **Title Search & Insurance:** We conduct a comprehensive title search and provide title insurance for your protection.
4. **Escrow Management:** Funds are securely held in escrow until all conditions are met.
5. **Closing Day:** Our team guides you through the final signing process, ensuring all details are properly handled.
6. **Post-Closing Support:** We remain available to answer any questions and

## Ready to Close with Confidence?

Contact **Neighborhood Title** today to learn more about our closing and escrow services. We're here to help you achieve your homeownership goals with confidence and peace of mind.

**Phone:** 405-231-4663

**Email:** [info@nhsokla.org](mailto:info@nhsokla.org)

**Website:** <http://www.nhsokla.org>

**Office Hours:** 9:00 AM—5:00 PM

## Neighborhood Title

Empowering Homeowners, Strengthening Communities

*Bilingual Services Available | English & Spanish*



# OKLAHOMA COMMUNITY LAND CONSORTIUM

## LONG-TERM SOLUTION TO PRESERVE HOUSING AFFORDABILITY

The Oklahoma Community Land Consortium is a non-profit organization operating as a community land trust.



**Creates Affordable  
Housing Solutions**



**Promotes Equitable  
Access to Housing**



The Oklahoma Community Land Consortium (OKCLC) is a non-profit organization operating as a community land trust that is a collaborative effort between passionate advocates, local stakeholders, and dedicated citizens committed to fostering sustainable, inclusive, and equitable growth within our communities.

Oklahoma Community Land Consortium  
(405) 231-4663 [www.okcommunityland.org](http://www.okcommunityland.org)



**Oklahoma Community Land Consortium**  
**(405) 231-4663**      **[www.okcommunityland.org](http://www.okcommunityland.org)**



The **Oklahoma Community Land Consortium** is a shared equity model for homeownership for individuals and families with household incomes that do not exceed 80% of area median income (AMI). The model creates homeownership opportunities at an affordable price. This model provides a long-term solution to preserve housing affordability.

**What are some of the Benefits?**

It provides permanent affordable homeownership for the benefit of current and future homebuyers.

Provides greater likelihood of attaining and sustaining homeownership.

**Studies show that:**

- Over 90% of Community Land Trust (CLT) homeowners remain in their homes at least 5 years
- 60-70% of CLT homeowners, when they sell their CLT home, purchase an unrestricted, market-rate home.

Builds wealth among lower income and families of color. Creates a more just, inclusive, and sustainable future for all members of our community.

Communities benefit from quality, permanently affordable homes that maintain their condition and market value.

It safeguards against the forces of gentrification and displacement.

**Want to Get Involved?** The Oklahoma Community Land Consortium works with municipalities, foundations, and financial entities through partnerships to create down payment assistance and homeownership opportunities. Contact Tim Cox at [timc@nhsokla.org](mailto:timc@nhsokla.org).



# Shared Equity Homeownership

Shared equity homeownership programs create affordable homeownership opportunities for families with modest incomes. The model ensures that the homes remain affordable permanently to help family after family purchase the homes.

Shared equity homeownership is a self-sustaining model that takes a one-time public investment to make a home affordable for a lower-income family and then restricts the home's sale price each time it is sold to keep it affordable for subsequent low-income families who purchase the home. The model balances wealth building for families who would otherwise be unable to afford to own a home while preserving the community's investment.

## How prevalent are shared equity homeownership programs?

Approximately 250,000 families and individuals own shared equity homes.

### What is Shared Equity Homeownership?

 <p>A one-time investment makes a home affordable for purchase by a working family with modest means, and the home remains affordable for family after family that purchases it.</p>	 <p>In return for being able to buy a home below its market-rate value, the family agrees to limit their proceeds when they sell so another family with a modest income can afford to purchase the home.</p>	 <p>The first family builds wealth and then "pays it forward." The affordable house is self-sustaining, and the use of public funds is prudent since that one-time public investment serves an endless number of families.</p>
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### What are the Benefits of Shared Equity Homeownership?

 <p>Provides greater likelihood of attaining and sustaining homeownership.</p>	 <p>Builds wealth among lower income and families of color.</p>	 <p>Ensures public investments go further and do more.</p>	 <p>Builds stronger, safer and higher-quality neighborhoods.</p>	 <p>Contributes to greater educational and job attainment.</p>	 <p>Creates jobs through the construction and rehab of housing.</p>
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