

# SPANISH COALITION FOR HOUSING COUNSELING CURRICULUM

## Session 1

### One on One Pre-Purchase Assessment

2 hours

- Intake and Assessment
- Obtaining and reviewing credit report
- Addressing credit issues (if credit issues are identified client is directed to our credit repair program prior to continuing with homeownership classes)
- Budget
- Pre-qualification

If client is not mortgage ready due to credit issues they must go through session 6 prior to continuing with Pre-purchase classes

## Session 2

### Group Money Management

4 hours

- Examining negative spending styles
- Understanding financial conditions
- Distinguishing between needs and wants and establishing financial values and goals
- Developing a budget and spending plan
- Credit Management
- Traditional and non-traditional financial services
- Cost of homeownership
- Tax benefits of homeownership

## Session 3

### Group Homebuyers Education Workshop

2 hours

- Home Buying Process
- Financing a home
- Fair Housing
- Shopping for a home
- Loan application process
- Closing process

## Session 4

### One on One Loan Packaging

2 hours

- Completion of 1003 mortgage application
- Gathering of loan documents
- Identifying a lender
- Addressing questions/concerns
- Review of step by step process
- Discuss City programs
- Issue City certificates

## SPANISH COALITION FOR HOUSING COUNSELING CURRICULUM

### Session 5a

#### Group 5a Landlord Training 3 hours

- Review of the landlord and tenant ordinance
- New property take over
- Security deposit/existing leases
- Tenant selection (proper screening)
- Fair housing
- Marketing your rental unit
- Tenant handbook
- Rent collection
- Evictions
- Enforcement of rules and policies
- Addressing illegal activities
- Budgeting
- Maintenance

### Session 5b

#### Group 5b Condo Homeownership Training 3 hours

- What is a Condo
- Condo owner/Renter differences
- By Laws (Rules governing Condo owners)
- Condo Association
- Condo Assessments
- Special Assessments
- Condo Board
- Elections/Votes/Participation
- Responsibilities as a Condo Owner
- Making improvements in unit
- Insurance

All clients receive follow up through closing and Post purchase Counseling after closing

### Session 6

#### One on One Credit Repair 3 – 12 hours

- Review of credit report
- Review of budget
- Creating a plan to address credit issues
- Reestablishing credit
- Contacting creditors to make payment arrangement/pay off accounts
- Request verification of payment letters from creditors

- Submit letters and documentation of payment to credit bureaus
- Request new credit report

These steps can take as little as 3 months or as long as 3 years depending on the situation. Once client has completed these steps they are mortgage ready and can now participate in Sessions 2, 3 and 4.

### **Session 7**

**Group Post Purchase**

**2 hours**

- Life as a homeowner
- Getting to know and taking care of a home
- How to Prevent Default/Foreclosure
- Avoiding Predatory Loans

**Page 3**

## **SPANISH COALITION FOR HOUSING COUNSELING CURRICULUM**

### **Session 8**

**One on One Post Purchase**

**2 – 10 hours**

Often times new homeowners will have questions and/or situations that may arise which need to be addressed in a personal setting. Below are some of the areas we assist with:

- Mortgage payment
- Property Taxes
- Insurance
- Escrow analysis
- Repairs
- Eviction process
- Refinancing
- Equity loans
- Major purchases
- Other housing related situations that may arise

### **Session 9**

**One on One Foreclosure Prevention 2 – 12 hours**

- Intake
- Budget
- Analyzing financial condition
- Discussion of options
- Preparing a crisis budget
- Discussing and preparing plan of action
- Contact lender to discuss plan of action
- Assist with documentation required by lender
- Follow up to insure that plan is being followed
- Referral to Financial Literacy Workshop

In the event that a mortgagor is not in a position to continue homeownership, follow up will continue until the mortgagor relinquishes the property and has been assisted with alternative housing.