



## OHTF Communication

Meeting Date: March 2, 2020

Requested By: Development Services Dept.

**Item Title:**

Consider approval of revised program documents for First Time Homebuyer Forgivable Grant

**Explanation:**

Based on discussion at the February 6, 2020 meeting, the following revised items are attached for consideration and approval:

1. First Time Homebuyer Application Form (with required attachments listed); and
2. Records Retention Policy.

Note that the homebuyer program checklist is also being revised to reflect changes to the application form but does not require OHTF approval. That checklist will be finalized by city staff for their use.

**Budget Consideration:**

None

**Attachments:**

Application form and records retention policy