

**Community Development
Housing Program
2345 Providence Boulevard
Deltona, FL 32725**

DATE

Happy Homeowner
1234 Homeowner Lane
Deltona, FL 32725

RE: City of Deltona Housing Program
SHIP Pre-Approval Letter

CONGRATULATIONS!

You have been pre-approved for the City of Deltona's First Time Homebuyer - Purchase Assistance Program funded through the State Housing Initiatives Partnership (SHIP) Program.

Based on your household size and income, you are eligible for up to _____ for down payment and closing costs toward the purchase of a home in the City of Deltona. Further, an additional \$_____ is available for repairs when deemed necessary by a home inspection. The sales price of the home shall not exceed \$_____. The actual amount of SHIP funding you will receive is based upon the amount of 1st Mortgage Financing and the cost of home repairs.

In order to receive your "Approval Letter" please contact _____, SHIP Housing Representative at _____ within 15 days from the date of this letter to schedule a 30 minute counseling session to sign your income certification and discuss your next steps towards homeownership.

All household members 18 years of age and older are required to attend. Failure to respond to this letter by date specified may result in your application being withdrawn from the program.

We look forward to meeting with you.

Sincerely,

_____, Community Development Coordinator
Housing and Community Development