



City of Alexandria Office of Housing Flexible Homeownership Assistance Program



Steps in the Homebuying Process

- Step 1 Read the Flexible Homeownership Assistance Program Description, Income Guidelines, Equity Share Requirements.
- Step 2 Subscribe to the City's [eNews service](#) "Affordable Housing" list to receive notifications of affordable homeownership opportunities.
- Step 3 Attend a 6-hour [Virginia Housing](#) homebuyer education class. Obtain a Certification of Completion.
- Step 4 Obtain a mortgage pre-approval letter from one of the City's Participating Lenders.
- Step 5 Contact the Office of Housing if you have questions or concerns.
- Step 6 Make sure that you have funds saved up for your homebuying transaction costs (earnest money deposit, appraisal, property inspection, etc.)
- Step 7 Work with a real estate agent to visit eligible properties that you would like to buy. An eligible property is one that the City is marketing as part of the Flexible Homeownership Assistance Program and one that you qualify to purchase based on your mortgage pre-approval.
- Step 8 Notify the Office of Housing and your lender before you put in an offer for an eligible property.
- Step 9 Complete and submit the City's Flexible Homeownership Assistance Program application.
- Step 10 Go to settlement and close on your property. You are a new homeowner!

For additional information, please visit the Office of Housing [webpage](#) or call 703.746.4990.