



Instructions for Declaration of Eligibility

14 D.C. Municipal Regulations § 2213 (2009)

Purpose

The purpose of this form is for a Household to declare eligibility to purchase the for-sale Inclusionary Unit for which they were selected. This form should be completed by a Household with the help of a Certifying Entity after the Household's Certification of Income, Affordability, and Housing Size is complete. The Declaration of Eligibility must be signed by the Household and notarized. The Household must submit the completed, signed and notarized Declaration of Eligibility to the Inclusionary Development Owner along with the Certification of Income, Affordability and Housing Size.

When to submit?

A Household should submit this Declaration of Eligibility to the Inclusionary Development Owner after the Household confirms its interest in the Inclusionary Unit for which it was selected. The Household has **forty-five (45) days** from the date of the "Household Lottery Notification" to submit the Declaration of Eligibility and the Certification of Income, Affordability, and Housing Size. The Household must also submit a mortgage pre-qualification letter from the Household's lender to the Inclusionary Development Owner.

A Household shall be ineligible to purchase an Inclusionary Unit if the Household fails to submit the Declaration of Eligibility, the Certification of Income, Affordability, and Housing Size, a mortgage pre-qualification letter, and any other required documents, within forty-five (45) days from the date of the "Household Lottery Notification", unless the Inclusionary Development Owner extends the deadline.

Next Steps

A selected and eligible Household will have **sixty (60) days** from the date of the "Household Lottery Notification" to execute a sale contract of this Inclusionary Unit.

