



September 7, 2017

**Re: University of Southern California
Neighborhood Homeownership Program**

University Real
Estate &
Asset Management

To Whom It May Concern:

As an employee of the University of Southern California, [Abstract] is entitled to participate in the Neighborhood Homeownership Program (NHP). The NHP allows the employee to receive \$50,000 or 20% of the home's purchase price, whichever is less, in equal monthly payments over seven years. Once the university receives a certified copy of the Final HUD-1 monthly payments will begin. *The subsidy is not a loan and no repayment will be required.*

[Abstract] will be entitled to the monthly subsidy funds as long as: (1) [Author] remains an employee of the university, (2) the property remains [Category] sole and primary residence, and (3) [Author] is in good standing with the primary mortgage holder.

Should any questions arise please do not hesitate to call me at (213) 740-7066.

Regards,

Jeffrey Zychowski
Housing Administrator
Real Estate & Asset Management
University of Southern California

cc: [Abstract]

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