

## Sample USC NHP “Qualification Letter”

[Date]

[Name of Mortgage Company/Escrow Agent]

[Address]

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

As an employee of the University of Southern California, **[Employee Name]** 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.*

**[Employee Name]** will be entitled to the monthly subsidy as long as: (1) **[she/he]** remains an employee of the university, (2) the property remains the sole and primary residence, and (3) **[she/he]** is in good standing with the primary mortgage holder.

Should any questions arise please do not hesitate to call me at (213) 740-5412.

Sincerely,

Maxine McNeal  
Treasury Associate