



## Family Partnering Committee Checklist

### New Home Building

- After Applicant is Board approved hold Orientation Meeting with homeowner candidate.
- Orientation Meeting should include: Review and signing of *The Fuller Center for Housing Homeowner Agreement/Letter of Acceptance*. Set up a homeowner manual and review sweat equity compliance, mortgage information, budget-financial education and any other required homeowner education classes.
- Family Partnering Committee sets up a program and goals for the Homeowner candidate to obtain their sweat equity and homeowner education hours.
- Family Partnering Committee is the liaison between the homeowner candidate and the Board.
- Family Partnering Committee helps keep track of their sweat equity hours and their education hours. See sweat equity tracking book.
- Family Partnering Committee establishes the homeowner education classes. They should range from financial budget counseling, “First Time Homebuyers Classes” to Home Maintenance Classes etc. The homeowner candidate should be given sweat equity hours for all their education classes as well as their work on their home. (See The Fuller Center for Housing Homeowner Partnership Agreement.) All Homeowner Education classes should be complete before moving into the home if at all possible.
- Family Partnering Committee helps the homeowner candidate understand all the aspects about their soon to be mortgage and supports them to the closing table. The committee will provide assistance in the procedures of finishing the home. Such as understanding the walk-through, the punch list, and the home warranty.
- In some Covenant Partners the Family Partnering Committee will help with providing continuing or follow up education that may be required.