

# Washington State Housing Finance Commission

## **RE: RESERVATION OF HOUSE KEY PROGRAM FUNDS**

Dear Borrower(s):

Please assist your Loan Officer with making a reservation of funds for you from the Commission's House Key Program.

You will be asked by your Loan Officer to provide certain information about the borrower, co-borrower, and other persons who will be residing in the household. For example, you will be asked to identify how many household residents are over the age of 62, or are persons with disabilities. You will also be asked to identify the ethnicity of the borrower and co-borrower.

**PLEASE NOTE THAT THESE QUESTIONS ARE FOR REPORTING PURPOSES ONLY. THE INFORMATION YOU PROVIDE WILL NOT BE USED TO ALLOCATE LOAN RESERVATIONS.** The Commission uses the information to track how well the Commission is serving the needs of older persons, persons with disabilities, and members of various ethnic groups.

You may decline to provide this information. If you do, the Loan Officer will complete the information based on the Loan Officer's visual observation or other information in the Loan Officer's possession.

The Commission has the following Non-Discrimination Policy:

The Commission does not discriminate against borrowers and/or household members on the basis of race, color, religion, sex, national origin, disability, marital status, familial status or membership in any other group protected by law.

If you feel the Commission, its staff, or the Loan Officer have treated you in a discriminatory manner, please contact Dee Taylor, the Director of the Commission's Homeownership Programs, by calling (206) 287-4414 in Seattle, or 1 (800) 767-4663, or writing to: 1000 Second Avenue, Suite 2700, Seattle, WA 98104. All complaints will be investigated promptly.

Thank you for your support of the Commission's House Key Program.

*Please advise your Loan Officer if you have special needs that require accommodation in the Loan Reservation Process.*