

[County Housing Department or Agency Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

Date: [Current Date]

RE: Down Payment Assistance Pre-Approval Letter

To Whom It May Concern,

This letter serves as official notification that **[Applicant Name(s)]** has been pre-approved for the **[Name of County Program, e.g., First-Time Homebuyer Program]** Down Payment Assistance (DPA) grant/loan.

Based on a preliminary review of the applicant's income, credit, and residency documentation, they are eligible for the following assistance:

- **Maximum Assistance Amount:** \$[Amount]
- **Assistance Type:** [Grant / Deferred Loan / Forgivable Loan]
- **Approved Property Location:** [County Name]

This pre-approval is subject to the following conditions:

1. Execution of a binding purchase agreement for a single-family residence.
2. The purchase price must not exceed \$[Maximum Purchase Price].
3. Approval of the final property inspection and environmental review.
4. Applicant must complete a certified Homebuyer Education Course.
5. Verification of final mortgage loan approval from a participating lender.

This pre-approval is valid for **[Number]** days from the date of this letter and will expire on **[Expiration Date]**.

If you have any questions regarding this pre-approval or the requirements of the [County Program Name], please contact our office at [Phone Number].

Sincerely,

[Signature]

[Name of Authorized Officer]

[Title]

[County Department Name]