



**Date**

**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, **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 funds as long as: (1) **Employee** remains an employee of the university, (2) the property remains **Employee's** sole and primary residence, and (3) **Employee** 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: **Employee Name**

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