



Homeownership Program  
P.O. Box 65157, Shoreline, WA 98155  
PH: 206.334.0731 FX: 206.774.7894

1/24/2007

Re: Serving a Parkview Services Homebuyer

Dear Realtor

In order for your client to be eligible for Parkview Services' down payment assistance the following conditions must be observed.

1. You must have met with Marc Coté and received training on Parkview Services Homeownership Program.
2. Your client must have a pre-approval letter from a Parkview Services approved lender. Currently that is Sharon Greenfeather of Washington Mutual, 425.640.0919.
3. The purchase price cannot exceed \$335,800.
4. Before submitting the Purchase and Sale agreement you must have a signed authorization letter from Parkview Services. Each change must also be approved by Parkview, however this can be done verbally.
5. You must use NWMLS Form 21 (Residential Purchase and Sale Agreement) and the following addenda -NWMLS Forms 22A(Financing), 22D(Opt. Clauses), 22J(Lead Disclosure), 22K(Utilities), 22VV(Home Owners Insurance, Form 35(Inspection)). Form 21A and all the addenda must contain the highlighted conditions as shown in this example form.
6. The property must meet the housing quality standard determined by the lender's appraisal. If repairs are required the seller must pay for them. It is acceptable to increase the selling price to cover the repairs so long as it does not exceed \$335,800 or the buyer's pre-approved purchase price amount. The property must NOT:
  - a. Contain more than one self-sufficient unit.
  - b. Have more than one service meter supporting the entire property.
  - c. Have excess land value. Qualifying land is the lesser of that necessary for basic livability or two acres.
  - d. Have more than one tax parcel number for the entire parcel.
  - e. Be occupied by anyone other than the owner or the buyer. Seller must sign a document stating that no tenants will be displaced by the sale.
7. The inspection must be made by a Parkview Services approved inspector. Currently that is Hugh Kelso, HKI Incorporated Building Inspections, 8317 13th Ave. NW, Seattle WA 98117, 877.394.6224, hki@pipeline.com. The inspector must be Hugh Kelso himself. When ordering please note that it is a Parkview Services deal. The cost of the inspection will be settled at closing.
8. Escrow and Title must be done by Pacific Northwest Title Stephani Owens, 206.343.1350, StephaniOwens@pnwt.com. There are absolutely no exceptions to this.
9. There is a minimum 45 day close.

If you have any questions please contact me anytime (206.334.0731).

Sincerely,  
MARC COTÉ, Director of Homeownership