

PILOT HOME BUYING PROGRAM INSTRUCTIONS

This application is for use by the PILOT HOME BUYING PROGRAM ONLY to qualify persons to bid on available program properties. This application will not be accepted for properties listed for sale on the online portal.

1. This application is to qualify an individual or individuals to enter a bid on properties in the Pilot Home Buying Program. It does not ensure a property will be awarded.
2. As part of the pilot program, a \$25.00 application fee will **NOT** be assessed
3. Under the **APPLICANT INFORMATION** section, complete all information for individuals that will be purchasing the property. Please enter the names for applicant and spouse as how they may appear on a deed. Please be sure to enter your contact information on the phone and email lines in case our office needs to reach you to verify data. **Applicants must be residents, and the deed will be transferred only to the name of the applicant(s). Corporations, LLC's or partnerships are not allowed.**
4. You must provide proof of residency by attaching your driver's license showing your current address AND your most recent utility bill OR active lease agreement. Residency in the City of Pittsburgh is mandatory to qualify to purchase under the Pilot Home Buying Program.
5. If you owe delinquent tax or PWSA charges, you must provide evidence of a current payment agreement in good standing to qualify as a buyer under this program
6. Under the **APPLICANT FINANCIAL INFORMATION** section, please answer all questions. Submit most recent tax returns for all earners contributing to overall household income. If you are not required to file tax returns, submit any and all documents to verify your yearly household income. Failure to provide adequate documentation may disqualify you as a potential bidder.
7. Please provide a list of any and all property you own within the City of Pittsburgh.
8. Sign and date the application to verify the accuracy of the information provided, and confirmation of understanding of the instructions and rules of the Pilot Home Buying Program.

APPLICATIONS THAT ARE NOT SIGNED AND DATED WILL NOT BE ACCEPTED.