



## Referral Partners Agreement

I, \_\_\_\_\_, with written consent being provided by a manager or authorized designee within my company or organization, would like to be registered as an NELCDC referral partner within the NELCDC homeownership program. I understand my role as a referral partner may include but may not be limited to:

1. The inclusion of my company’s name and logo in NELCDC homeownership program marketing material such as the housing counseling work plan, program overview, or other documents placed on the website [www.nelcdc.org](http://www.nelcdc.org) or other places not referenced herein;
2. The NELCDC will indicate my name and company on a referral partner’s sheet, that will be provided to all NELCDC clients once “mortgage readiness” has been obtained;
3. I or a representative from my company will help teach the “Obtaining a Mortgage” Unit during at least one (1) monthly financial literacy and homebuyer education workshop.
4. I will provide excellent, quality customer service to all potential homeownership clients referred to me by the NELCDC and NELCDC agrees do the same. Furthermore, I will do everything in my power, in partnership with the CDC, to help all clients meet their goal of homeownership.

As a partner, the NELCDC respects and understands certain levels of discretion. As a result, the NELCDC Executive Director, Monique Coleman or her designee will notify all referral partners via email and request permission/consent before using any names or business affiliation references outside of the referral partner’s sheet, which will be a list of all partners. To the greatest extent possible, the referral partner’s sheet will be created and shared with all partners before it is circulated to clients for the first time. Please note, all NELCDC clients are required to sign housing counseling disclosure forms. There may be annual verification of all information to ensure referral partner data is up-to-date.

By my signature, I agree with the aforementioned statements, and hereby commit to participating as a homeownership partner with the North & East Lubbock Community Development Corporation (“NELCDC”).

*Please note, as specified in HUD Housing Counseling Handbook 7610.1 Rev 5, Chapter 6, paragraph 6-1(H) NELCDC housing counseling clients are not obligated to receive, purchase, or utilized any other services offered by the organization, or its exclusive partners, in order to receive housing counseling services.*

\_\_\_\_\_  
Name of Partnering Institution

Print Name (sign below)	Title	Date
-------------------------	-------	------

\_\_\_\_\_  
Authorizing Signature

NELCDC Staff Signature	Date
------------------------	------