OFFICE OF THE STATE COMPTROLLER
FIRST RESPONDER FORM for
CHFA's First Responders Time To Own (TTO) Mortgage Assistance Program

Eligibility for benefits is restricted to first responders, defined as certified or licensed law enforcement, fire service, or emergency medical service personnel, who have been employed in the state of CT for at least two years and purchasing a home to be used as their primary residence in the community they serve.

Section I. of this form must be completed by the employee requesting participation in the program. The form must be submitted to the Authorized Person at the Agency/Department to complete Sections II. and III. A copy of the completed form should be emailed to the employee at the address reflected below and a copy shall be submitted to the Comptroller's Office at Mark.Bissoni@ct.gov . **Please note that CHFA has additional eligibility requirements for the program. ***

I. EMPLOYEE PERSONAL INFORMATION – TO BE COMPLETED BY EMPLOYEE

LAST NAME	FIRST NAME	M.I.	EMPLOYEE NO.	SOCIAL SECURITY NUMBER	DATE OF BIRTH	EMAIL ADDRESS

HOME ADDRESS (Street No., Name) (City, State, Zip Code)

EMPLOYING DEPARTMENT/AGENCY	POSITION/TITLE	HIRE DATE

II. EMPLOYEE ELIGIBILITY FOR MORTGAGE ASSISTANCE FROM CHFA

Check the applicable box below to confirm that:

☐ (a) the employee is a certified police officer, and
(b) the employee has been employed for at least two years

☐ (a) the employee is a certified minimum (FFI and/or Pump Operator) career or volunteer firefighter, and
(b) the employee has been employed for at least two years, and
(c) the undersigned Chief agrees to participate in the Fire Service Benefits Registry once created

☐ (a) the employee is a licensed emergency medical service clinician, and
(b) the employee has been employed for at least two years

III. SIGNATURE

NAME & TITLE OF AUTHORIZED PERSON AT AGENCY/DEPARTMENT

AUTHORIZED AGENCY SIGNATURE	PHONE	DATE

Required Signature: This form must be signed by the applicant's Police Chief, Fire Chief, or head of the EMS organization, as applicable.

* The CHFA Time to Own (TTO) Program provides eligible first-time homebuyers with a forgivable, 0% interest, deferred, non-amortizing loan of up to $25,000 to assist with down payment and closing costs for the purchase of a home in Connecticut. The loan is forgiven at a rate of 10% per year. Applicants must meet all applicable CHFA requirements for its Make it Yours Program, including income and sales price limits. The First Responders TTO Program offers additional flexibility for eligible first responders by waiving the Connecticut residency requirement and minimum housing-to-income ratio requirement applicable to the standard TTO Program. Eligibility is based on CHFA maximum income limits rather than Area Median Income (AMI) limits, allowing qualified first responders to receive up to $25,000 in assistance, subject to applicable program requirements.

For additional information regarding program guidelines and eligibility requirements, please visit www.chfa.org.