



Data Management and Collection Standards

Are you collecting the same information as the HomeKeeper National Data Hub?

In 2010, staff and leaders from affordable homeownership programs and researchers from the Urban Institute helped Cornerstone Partnership assemble a standardized list of data fields and data management practices to be used to measure program performance and impacts. If you manage a homeownership program **that preserves affordability over the long term** you should align your program documents and procedures with these HomeKeeper data collection standards. With a community of practitioners collecting the same data in the same way, you can compare your program metrics to your peers and we can more accurately measure the impact of the sector at national level. Review this list of data fields and procedures to identify what changes you need to make.

Important Procedures

<input type="checkbox"/>	Document all subsidy sources used to finance the construction or acquisition of each property
<input type="checkbox"/>	Document all income sources, not just those sources related to eligibility income
<input type="checkbox"/>	Document all financial assets of buyers
<input type="checkbox"/>	Document the total (or individual) debts your buyers must pay each month (Eg. Car loan, credit debts)
<input type="checkbox"/>	Collect buyer's lender appraisals
<input type="checkbox"/>	Collect Final Settlement Statements HUD-1 and record transaction data for both buyers and sellers?
<input type="checkbox"/>	Collect copies of homebuyer Promissory Notes
<input type="checkbox"/>	Document any refinances or new liens on the property and retain copies of all closing documents
<input type="checkbox"/>	Document all buyer funding sources, including buyer's cash, gifts, loans, grants, subsidies
<input type="checkbox"/>	Collect any grant or loan agreements for funding that a program then used to provide a buyer with a financing for purchase
<input type="checkbox"/>	Itemize the buyer's future monthly housing expenses, including insurance, taxes, HOA dues, and any other program fees when they become homeowners in your program
<input type="checkbox"/>	Keep records of the published 4-person Area Median Income (AMI) for each year you have a home purchase and track the AMI year used to verify eligibility for each homebuyer.
<input type="checkbox"/>	Document the Appraised Unrestricted Market Value every time the home changes owners. If no appraisal is completed, make an educated estimate of the market value based on comparable market-rate data.

Application Information

	Field Label	Notes
<input type="checkbox"/>	Applicant Address	Street, city, state, postal code and county of the primary applicant's home address at the time of application. Should stored be in 5 separate fields.
<input type="checkbox"/>	Applicant Living Situation	Rent * Own * Live with Parents / Relatives / Friends * Lease Purchase * Other
<input type="checkbox"/>	Birthdate	Birthdates for all household members
<input type="checkbox"/>	Ethnicity	Hispanic * Not Hispanic * Chose Not to Respond
<input type="checkbox"/>	Educational Attainment	Highest level of educational attainment by any member of the household. * Less than HS Diploma * High school diploma or equivalent * Some post-secondary education * Certification from a vocational or technical training program * Associate's Degree * Bachelor's Degree * Master's or other graduate degree
<input type="checkbox"/>	First-Time Homebuyer	Is the applicant household is a first-time buyer, as defined by the program? Yes or No
<input type="checkbox"/>	Household Size	At the time the income is certified or verified
<input type="checkbox"/>	Person w/ Special Needs in HH	Is there a person in the household with a disability of long duration? Yes or No?
<input type="checkbox"/>	Primary Language Spoken	What is the primary language spoken by the applicant?
<input type="checkbox"/>	Household Race	Select 1 answer for each household: American Indian or Alaska Native * Asian * Black or African American * Native Hawaiian or Pacific Islander * White * American Indian AND White * Asian AND White * Black or African American AND White * American Indian AND Black * Other multiple race * Chose Not to Respond
<input type="checkbox"/>	Gross Annual Income	This amount should include all income sources, whether or not they are included for the purposes of determining the eligibility income.
<input type="checkbox"/>	Occupation	The job title linked to the largest income source for the household.
<input type="checkbox"/>	Occupation Description	Provide a brief description with more detailed information on the occupation or income source.
<input type="checkbox"/>	Reason for Purchase	"What is the Primary reason for wanting to purchase a home?" Desire to own a home of my own * Desire for larger home * Change in family situation * Home buyer tax credit * Job-related relocation or move * Affordability of homes * Desire to be closer to family/friends/relatives * Desire for a home in a better area * Desire to be closer to job/school/transit * Desire for smaller home * Retirement * Establish household * Greater number of homes on the market for sale/better choice * Tax benefits * Desire for a newly built or custom-built home * Purchased home for family member or relative * Financial security * Desire for vacation home/investment property * Other

Transaction Information

<input type="checkbox"/>	Purchase Close Date	
<input type="checkbox"/>	Resale Close Date	
<input type="checkbox"/>	Purchase Price	

Exit Survey Information

	Field Label	Exit Survey Question and Multiple Choice Answers
<input type="checkbox"/>	Resale Type	Sold to Program * Sold to eligible buyer * Sold to ineligible buyer * Sold to program to prevent foreclosure * Sold to eligible buyer to prevent foreclosure * Deed in lieu * Short Sale * Foreclosure * Foreclosure with Property Rescue
<input type="checkbox"/>	Seller's New Address	Including street, city, state, postal code and county of the primary homebuyer new address. This information should be stored in 5 separate fields.
<input type="checkbox"/>	Next Home Tenure Type	Own * Rent * Neither
<input type="checkbox"/>	Overall Experience	"How would you describe your overall experience with [program name]'s affordable homeownership program?" Answer Choices: Very Good * Good * Fair * Bad * Very Bad
<input type="checkbox"/>	Reason for Sale	"What is the primary reason for selling?" Want to own unrestricted home * Home is too small * Job relocation * Want to move closer to friends or family * Neighborhood has become less desirable * Change in family situation (e.g., marriage, birth of a child, divorce) * Home is too large * Moving due to retirement * Want to move closer to current job * Upkeep of home is too difficult due to health or financial limitations * Cannot afford the mortgage and other expenses of owning home * Death * Program enforcement * Other
<input type="checkbox"/>	Subsidy for Next Residence	If the seller is purchasing another home, have they or will they receive financial assistance from a public agency to help with the purchase? Yes or No.

Property Information

	Field Label	Notes
<input type="checkbox"/>	Property Address	Including street, city, state, postal code and county of the property. This information should be stored in 5 separate fields.
<input type="checkbox"/>	Census Tract	You can find this on the appraisal or at http://factfinder.census.gov/servlet/AGSGeoAddressServlet?_lang=en&_programYear=50&_treeId=420
<input type="checkbox"/>	Date placed in program	The date the property became part of the program portfolio.
<input type="checkbox"/>	Number of bedrooms	
<input type="checkbox"/>	Square Footage	
<input type="checkbox"/>	Year Built	
<input type="checkbox"/>	Source of Home	New Construction, Acquisition and Rehab, Buyer Initiated or Other
<input type="checkbox"/>	Description of Green Features	Itemize Green Features included

HomeKeeper is a web-based program designed to help you store—and report on— all of this information - and more. To learn more, please visit myhomekeeper.org.