

**Data Collection Checklist**

Are you collecting the HomeKeeper National Data Hub fields?

Representatives from the field and homeownership researchers helped Grounded Solutions assemble a standardized list of data fields to be used to measure program performance and impact. By having programs collect the same data in the same way, we can create more accurate reports at the national level. This checklist is designed to help homeownership programs that preserve affordability over the long term align program documents and procedures with HomeKeeper data collection standards. Review this list of data fields and consider what changes you need to make to align your information to that of your peers.

Application Information

|  |  |  |
| --- | --- | --- |
|  | Field Label | Notes |
| ❑ | Applicant Address | Including street, city, state, postal code and county of the primary homebuyer applicant’s home address at the time of application. This information should be stored in 5 separate fields. |
| ❑ | Applicant Living Situation | Rent \* Own \* Live with Parents / Relatives / Friends \* Lease Purchase \* Other |
| ❑ | Ethnicity | Hispanic \* Not Hispanic \* Chose Not to Respond |
| ❑ | First-Time Homebuyer | Check the box if the applicant household is a first-time buyer, as defined by the program. |
| ❑ | Household Size | At the time the income is certified or verified |
| ❑ | Person w/ Special Needs in HH | Is there a person in the household with a disability of long duration? Yes or No? |
| ❑ | Primary Language Spoken | What is the primary language spoken by the applicant? |
| ❑ | 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 |
| ❑ | Gross Annual Income | This amount should include all income sources, whether or not they are included for the purposes of determining the eligibility income. |
| ❑ | Occupation | The job title or position linked to the largest income source for the household. |
| ❑ | Occupation Description | Provide a brief description with more detailed information on the occupation or income source. |

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| --- | --- | --- |
|  | Field Label | Notes |
| ❑ | Primary Reason for Purchase | Application question: “What is your 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 \* Financial security \* Other |

Transaction Information

|  |  |  |
| --- | --- | --- |
| ❑ | Number of Children in the Household at Purchase |  |
| ❑ | Number of Seniors in the Household at Purchase |  |
| ❑ | Purchase Close Date |  |
| ❑ | Resale Close Date | ` |
| ❑ | Purchase Price |  |

Exit Survey Information

|  |  |  |
| --- | --- | --- |
| ❑ | 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 |
| ❑ | 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. |
| ❑ | Next Home Tenure Type | Own\*Rent\*Neither |
| ❑ | Overall Experience | Exit Survey Question: "How would you describe your overall experience with [program name]'s affordable homeownership program?" Answer Choices: Very Good \* Good \*Fair \* Bad \* Very Bad |
| ❑ | Reason for Sale | Exit Survey Question: "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 |

|  |  |  |
| --- | --- | --- |
|  | Field Label | Notes |
| ❑ | 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

|  |  |  |
| --- | --- | --- |
| ❑ | Property Address | Including street, city, state, postal code and county of the property. This information should be stored in 5 separate fields. |
| ❑ | Census Tract | You can find this on the appraisal or at <http://factfinder.census.gov/servlet/AGSGeoAddressServlet?_lang=en&_programYear=50&_treeId=420> |
| ❑ | Date placed in program | The date the property became part of the program portfolio. |
| ❑ | Number of bedrooms |  |
| ❑ | Year Built |  |
| ❑ | Description of Green Features | Itemize Green Features included |

Other Important Procedures

|  |  |
| --- | --- |
| ❑ | Collect birthdates of all household members |
| ❑ | Document all income sources, not just those sources related to eligibility income |
| ❑ | Collect buyer’s lender appraisals |
| ❑ | Collect Final Settlement Statements (HUD1 and/or Closing Disclosures) |
| ❑ | Collect Copies of Homebuyer Promissory Notes |
| ❑ | Document all buyer funding sources, including buyer’s cash, gifts, loans, grants, subsidies |
| ❑ | Itemize the buyer’s monthly housing expenses, including insurance, taxes, HOA dues, and any other program fees. |
| ❑ | 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. |
| ❑ | Document the Appraised Unrestricted Market Value every time the home changes owners or an appraisal is completed. If no appraisal is completed, make an educated estimate of the market value based on comparable market-rate data. |
| ❑ | Document all subsidy sources allocated to each property |
| ❑ | Keep records of written approvals and documentation related to refinances, improvements and key monitoring events |
| ❑ | Track monitoring events and households impacted by disasters and emergencies. |

HomeKeeper is a web-based program designed to help you store all of this information - and more. To learn how you can get HomeKeeper, please visit [www.MyHomeKeeper.org](file:///Users/tiffanyeng/Downloads/www.MyHomeKeeper.org).