THE PORT
Making Real Estate Work

CINCINNATI BUSINESS COURIER
2022 BEST PLACES TO WORK

December 5, 2024

Greater Cincinnati Realtist Association

Agenda / Training

Welcome – Liz Eddy / Deborah Robb

Introductions

- **2025 New Listing Agents**
- **Roles – Darrick / Felicia**

1. **The Port – Who we are and What we do / CARE Homes– Deborah /Liz**
2. **History of GCRA Relationship – Darrick**
3. **Year in Review – Deborah / Liz / Felicia**
4. **Notification Process**
    a. Assign properties to GCRA
        i. Port will provide all pertinent information to GCRA when assigning properties
5. **Income Qualification**
    a. Based on funding source
    b. Documentation of income
        i. Some funding may require documentation of Homeownership Training
6. **Listing Paperwork**
    a. Ownership / Signing Authority
        i. Legal reviews ER agreement prior to submitting for signature
    b. Indemnification
    c. 5 year restrictive covenant for ownership only – no rental / no investors
    d. Property disclosure exemption

e. MLS residential worksheet

7. Showings

a. Buying agent should verify total household income prior to granting access to showing

b. All homes are on a lockbox (not SentriLock)

8. Offers

a. Must include verification of income documentation – Combine all documents for signature

b. PSA response time is 48 hours or longer if on weekend or holiday

c. Send to owner Lindsey Florea and Liz Eddy for review

9. Inspections / Notices / Timing for Response

a. Defect notice response – 7-10 days for response (depending upon weekends and holidays)

10. Closing coordination

a. Chris Recht (crecht@cincinnatiport.org) signs all actual closing documents and may attend closings in person if his schedule allows. Otherwise, we will need title company / lender to send all closing documents to us in advance of closing.

11. Moving Forward

a. Stop / Start / Continue

b. Open discussion – Fred

12. Wrap Up

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Income Verification-120% AMI

Interested Property:

Name	
Employer Name	
Employer Address	
Monthly Income (Wages, Salaries, Tips, etc)	
Name	
Employer Name	
Employer Address	
Monthly Income (Wages, Salaries, Tips, etc)	
Household Size	
Residents under the age of 18	
Other Income	
Total Household Income	

I certify that this information is true to the best of my knowledge and belief. I understand that false statements or information may prevent me from qualifying to purchase this home.

I also certify that I meet the income guidelines for this property- up to 120% AMI (Area Median Income) per the attached table.

_______________________ _______________________

Buyer Signature Date

_______________________ _______________________

Buyer Signature Date

Office: 513.621.3000 | **Email:** drobb@cincinnatiport.org
3 East Fourth Street, Suite 300
Cincinnati, OH 45202

Lender Verification

I certify that the information provided by the buyer(s) is true to the best of my knowledge and belief and that the buyer(s) meet the income guidelines for this property - up to 120% AMI (Area Median Income) per the attached table.

Buyer(s) Name	
Buyer(s) Name	
Estimated Purchase Price:	
Estimated Loan Amount:	
Lender Name:	
Lender Titlle:	
Lender NM LS#:	
Email:	
Company	
Phone:	

Lender Signature

Date

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HAMILTON COUNTY CDBG AND HOME INCOME LIMITS
Effective: 05/01/2024

FY 2024 Income Limit Category	Persons in Family							
AMI	1	2	3	4	5	6	7	8
30%	$22,050	$25,200	$28,350	$31,450	$36,580	$41,960	$47,340	$52,720
50%	$36,700	$41,950	$47,200	$52,400	$56,600	$60,800	$65,000	$69,200
80%	$58,700	$67,100	$75,500	$83,850	$90,600	$97,300	$104,000	$110,700
120%	$88,050	$100,600	$113,200	$125,750	$135,800	$145,900	$155,950	$166,000

Source: HUD and Hamilton County

Ohio Association of REALTORS®

Residential Property Disclosure Exemption Form

Established in 1910

OHIO ASSOCIATION OF REALTORS®

To Be Completed By Owner

Property Address:

Owner's Name(s):

Lindsey Florea/The Port

Ohio law requires owners of residential real estate (1-4 family) to complete and provide to the buyer a Residential Property Disclosure Form disclosing certain conditions and information concerning the property known by the owner. The Residential Property Disclosure Form requirement applies to most, but not all, transfers or sales of residential property.

Listed below are the most common transfers that are exempt from the Residential Property Disclosure Form requirement.

The owner states that the exemption marked below is a true and accurate statement regarding the proposed transfer:

- ☐ (1) A transfer pursuant to a court order, such as probate or bankruptcy court;
- ☐ (2) A transfer by a lender who has acquired the property by deed in lieu of foreclosure;
- ☐ (3) A transfer by an executor, a guardian, a conservator, or a trustee;
- ☐ (4) A transfer of new construction that has never been lived in;
- ☐ (5) A transfer to a buyer who has lived in the property for at least one year immediately prior to the sale;
- ☐ (6) A transfer from an owner who both has inherited the property and has not lived in the property within one year immediately prior to the sale;
- ☑ (7) A transfer where either the owner or buyer is a government entity.

ALTHOUGH A TRANSACTION MAY BE EXEMPT FOR THE REASON STATED ABOVE, THE OWNER MAY STILL HAVE A LEGAL DUTY TO DISCLOSE ANY KNOWN LATENT DEFECTS OR MATERIAL FACTS TO THE BUYER.

OWNER'S CERTIFICATION

By signing below, I state that the proposed transfer is exempt from the Residential Property Disclosure Form requirement. I further state that no real estate licensee has advised me regarding the completion of this form. I understand that an attorney should be consulted with any questions regarding the Residential Property Disclosure Form requirement or my duty to disclose defects or other material facts.

Owner: Lindsey Florea/The Port dotloop verified 11/11/24 8:19 PM EST CQSN-VAEE-PZMI-I7LE

Owner:

BUYER'S ACKNOWLEDGEMENT

Potential buyers are encouraged to carefully inspect the property and to have the property professionally inspected. Buyer acknowledges that the buyer has read and received a copy of this form.

Buyer:

Buyer:

This is not a state mandated form. This form has been developed by the Ohio Association of REALTORS® for use by REALTORS® assisting owners in the sale of residential property. The exemptions noted above are not a complete list of the transfers exempt from the Residential Property Disclosure Form requirement. All exempted transfers are listed in ORC § 5302.30(B)(2). The Ohio Association of REALTORS® is not responsible for the use or misuse of this form.

e. MLS residential worksheet

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Estimated Loan Amount:	
Lender Name:	
Lender Titlle:	
Lender NM LS#:	
Email:	
Company	
Phone:	

Lender Signature

Date

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