



Department of Housing & Economic Development (HED)

Workforce Housing Program (WHP)

Buyers Finders-Partner Fee

Applicant Name(s): _____

Email (primary): _____

Phone (primary): _____

Signature(s): _____ Date: _____

Referring Partner Name: _____

Company / Organization Name: _____

Email: _____

Phone: _____

Signature(s): _____ Date: _____

Does the applicant have a mortgage prequalification? Yes _____ No _____

Applicants projected closing date? 30 days / 45 days / 60 Days

Which income category does the applicant qualify in?

- Low Moderate-1
- Moderate-2 Middle

(Section to be completed by HED)

WHP Orientation Date: _____

Received By: _____

Date: _____



July 1, 2023



Department of Housing & Economic Development (HED)

Workforce Housing Program (WHP)

Buyers Finders-Partner Fee

Palm Beach County's Workforce Housing Program (WHP) is a mandatory program that provides for the development of workforce housing units in all new residential developments within the unincorporated area of Palm Beach County (*within the Urban Suburban Tier*). WHP is intended to serve the housing needs of people employed in jobs that the general population of the community relies upon to make the community economically viable.

The purpose of this form is to confirm the referral source for applicants interested in purchasing workforce housing units through the County's WHP and to advise all parties of the fee that will be provided by the County for the referral and services provided.

Palm Beach County will pay up to \$3,000 as a "Finders-Partner Fee" to the Realtor Agency, Real Estate Agency/Broker or Non-Profit housing agency that identifies an eligible buyer who closes on a WHP home.

Partner Role: As partners, Realtors, Real Estate Agents and Non-Profits are required to identify eligible buyers who have not begun the WHP process with HED. The Buyers Finders-Partner Fee form must be completed and submitted by the applicant or partner prior to the scheduled WHP Orientation. If the form is not submitted prior to the buyer attending the WHP Orientation, the fee cannot be provided.

In addition to identifying eligible buyers who are mortgage ready, once the applicant has attended the WHP Orientation, the Realtors, Real Estate Agents and Non-Profit housing representatives are responsible for reviewing the applicant income to confirm it meets the WHP guidelines in one of the eligible categories and then ensure the applicant(s) set up an intake appointment with HED and submit the required documentation.

The form can be hand delivered, mailed or emailed to our office. If transmitted by mail, please allow enough time for delivery.

Address: Attn: Workforce Housing
HED, 100 Australian Avenue, 5th Floor, West Palm Beach, FL 33406

Email: HEDVerify@pbcgov.org



July 1, 2023