

Home Buying and Refinance (HBR) List Policy Document

1. HBR List Enrollment & Maintenance

- **Enrollment:**
 - Submit a completed HBR form
 - Placement determined by the application receipt date
- **Information Display:**
 - Available via the HHC website and includes:
 - HBR List Position
 - Account Number
 - Application Receipt Date
 - Current Eligibility Status
 - *No Personally Identifiable Information (PII) will be disclosed*
- **Verification & Updates:**
 - Members should review the HBR List regularly
 - Report any discrepancies to HHC (Support@hilalhousing.com) for corrections

2. Eligibility Requirements for Advancement

- To advance from Position #11 to a higher position, the members must meet the specific minimum account balance requirement assigned to that position as defined in section titled Position Balance Thresholds.
- If the required balance is not met:
 - Member at position 11 will remain at Position #11 for 2 months
 - Member at position 6 will remain at Position #6 for 2 months
 - If balance is still insufficient after that period, the member will be moved to the Hold List

3. General Maintenance Threshold Policy

- Members must continuously maintain the required balance for their position to remain on the HBR List
- If the balance:
 - Drops below the position's required threshold but still qualifies for the Active List → Moved to the Hold List
 - Drops below the minimum needed to stay on the HBR List → Removed from the HBR List
- Position Balance Thresholds

| Position on HBR List | HHC Member Number | HBR Approval Date | PCH/Ref | Minimum Required Balance | Status | Notes |
|----------------------|-------------------|-------------------|---------|--------------------------|--------|--|
| #1 | | | | 20% | | If member does not take the turn s/he will be moved to hold list |
| #5 | | | | 20% | | This applies to position 1 to 5. Both entry and maintenance require a 20% account balance |
| #10 | | | | 15% | | This applies to position 6 to 10. Both entry and maintenance require a 15% account balance |
| #11+ | | | | Standard eligibility | | No elevated minimum balance required unless advancing to #10 or #5 |

4. Reactivation Limitation

- Only one member per quarter may move from the Hold List back to the HBR List
- Positioning Upon Reactivation:
 - If Position held was #1–10 before moving to Hold status → Reactivated at Position #11
 - If Position held was #11 or higher → Reactivated at original position

5. AP Letter Issuance Procedure

1. HHC will notify the next in line member
2. Member must respond within 48 hours
3. Collect the processing fee
4. Issue the AP Letter within 5 business days