

II. CO-APPLICANT

Name: _____ Birth Date: _____ SSN: _____
 First Middle Last

List any previous last names: _____ Age _____

Contact Information:

 Street Address Apt. # P.O. Box #

 City State Zip

Telephone: Home _____ Cell _____ Email: _____

Previous Address: _____

Circle one

Are you a U.S. citizen or a legal permanent resident? Yes No
 Please attach a copy of one of the following: Colorado driver's license or ID card, a passport or green card.

Have you been a Teller County resident for at least the past 12 months? Yes No

If No, have you lived in an area contingent to Teller County and worked
 Or attended school in Teller County, for at least the past 12 months? Yes No

Do you know anyone on the Board for Habitat or are you related to anyone that is employed with
 Habitat for Humanity? Yes No
 If Yes, who? _____

MARITAL STATUS: Please check one to indicate your marital status:

Single____ Married____ Widowed____ Separated____
 Divorced (with final divorce settlement) _____ Divorce In Process _____

If divorce is in process, please explain current status _____

III. OTHERS IN HOUSEHOLD:

Please indicate others living in the household (for example: children, relatives, friends)

Name	Birth Date	Age	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



IV. FINANCIAL INFORMATION

INCOME

List all household gross monthly income from *Employment* and *Non-Employment* sources.

	<i>Applicant's Gross Monthly Income</i>	<i>Co-Applicant's Gross Monthly Income</i>	<i>Other Household Members' Gross Monthly Income</i>
<i>Employer</i>			
1 st Job			
2 nd Job			
3 rd Job			
<i>Indicate sources and amounts of non-Employment Income (AFDC, child support, alimony, disability, social security, trust income, etc. Do not include unemployment or food stamps.)</i>			
1.			
2.			
3.			
4.			

ASSETS

List all assets over \$300 that you and your co-applicant own (not personal belongings such as clothing, furniture, etc.) and the value of each asset.

Asset	Current Value		
<i>Cash</i>			
<i>Checking/Savings Accounts</i>			
<i>Certificates of Deposit</i>			
<i>Trust Funds</i>			
<i>Pension Funds/401(k)s, Retirement Savings</i>			
<i>Stock/Bond Certificates</i>			
<i>Real Estate/Land</i>			
<i>Other (Specify)</i>			
List Cars, Trucks, Motorcycles, Snowmobiles, RVs, ATVs, Boats, Camping Trailers, Mobile Homes, Trailers, etc.			
Description	Make/Model	Year	Approximate Value

How do you plan to provide the funds for costs at closing (approximately \$5,000)?
(i.e. application fee, homeowner's insurance policy, association dues, lender fees & title fees)



HOUSEHOLD DEBTS AND MONTHLY EXPENSES

Debts/Expenses	Monthly Payment / Expense	Name of Creditor	Current Balance Owed	Months Past Due (if any)
<i>Rent</i>				
<i>Total of Vehicle Payments</i>				
<i>Child Support</i>				
<i>Spousal Maintenance/Alimony</i>				
<i>Bank Credit Card #1</i>				
<i>Bank Credit Card #2</i>				
<i>Bank Credit Card #3</i>				
<i>Department Store Credit Cards #1</i>				
<i>Dept Store Cr Cd #2</i>				
<i>Dept Store Cr Cd #3</i>				
<i>Bank Loan</i>				
<i>Personal Loans (from a friend/family member)</i>				
<i>Student Loans</i>				
<i>Judgments or Liens</i>				
<i>Back Income Taxes Owed (Fed & State)</i>				
<i>Other Debt</i>				
<i>Other Debt</i>				
<i>Other Debt</i>				

Circle One:

Do you have any other creditor debt or expenses not listed above (not utilities or basic overhead)? Yes No
(If the answer is yes, please list them on the back of this form.)

Do you have any special or unusual financial or personal circumstances? Yes No
(If the answer is yes, please explain on the back of this form.)

Has either the applicant or co-applicant:	Yes or No?
Ever owned a home? Provide date of when you ceased to own it. Month _____ Year _____	
Had a lien on your property because of a debt you owed?	
Had any personal property or real property repossessed or foreclosed in the last three years?	
Filed for bankruptcy in the last three years?	
Had wages or bank accounts garnished in the last 3 years?	
Had a lien on a tax refund? Year: _____	
Been a party to a lawsuit? Year: _____	
Ever failed to file a tax return? Year: _____	
Been convicted of a felony in the past 7 years? (not used to consider your selection) Year: _____	
Any member of your household been required to register as a sex offender? <i>If yes, attach judgement that restricts where you or the household member may live.</i>	

Answering “yes” to any of the above questions does not automatically disqualify you.



V. APPLICANT'S EMPLOYMENT HISTORY

Please list your employers' names, addresses and phone numbers. By listing these names, you authorize HFHTC, Mortgage Lenders, and Loan Originators to contact these individuals for employment verification. List your most recent employment first.

1. _____
 Beginning Date Ending Date Employer Job Title

 Employer's Street Address City State Zip

 Supervisor's Name Supervisor's Telephone # May we contact this employer? Yes No

2. _____
 Beginning Date Ending Date Employer Job Title

 Employer's Street Address City State Zip

 Supervisor's Name Supervisor's Telephone # May we contact this employer? Yes No

3. _____
 Beginning Date Ending Date Employer Job Title

 Employer's Street Address City State Zip

 Supervisor's Name Supervisor's Telephone # May we contact this employer? Yes No

Applicant's Signature

Date

VII. CO-APPLICANT'S EMPLOYMENT HISTORY

Please list your employers' names, addresses and phone numbers. By listing these names, you authorize HFHTC, Mortgage Lenders, and Loan Originators to contact these individuals for employment verification. List your most recent employment first

1. _____
 Beginning Date Ending Date Employer Job Title

 Employer's Street Address City State Zip

 Supervisor's Name Supervisor's Telephone # May we contact this employer? Yes No

2. _____
 Beginning Date Ending Date Employer Job Title

 Employer's Street Address City State Zip

 Supervisor's Name Supervisor's Telephone # May we contact this employer? Yes No

Co-Applicant's Signature

Date



IX. PARTNERSHIP

Habitat sells homes at an applicant’s affordability. To be considered for the Homebuyer Partnership Program, you must be able to afford the home that meets your family’s needs. Although we provide homes below the market value, we cannot provide you a purchase price below the buildout cost of the home. Once approved by our committee and selected for our program, you must be willing to attend a minimum of 10-12 Home Buyer Education classes. At a determined time, a contract to purchase a home will be entered in to. A lender partner will carry the note on the home purchase and you will be required to be approved by such lender. The Habitat home will have some deed restrictions to keep the home attainable for our residents at or below 80% AMI. Our partnership is provided for the purpose of giving stability and longevity in our community. For this reason, we also have a restriction in place (shared appreciation) to prevent buyers from flipping the homes for a quick way to pocket large sums of proceeds. After a contract has been written for a specific address, you, the below signed applicant and co-applicant will be expected to complete equal hours of “sweat equity” to continue to qualify to transfer title and purchase the home. Your 300 – 400 hours of help in building your home will include helping with foundations, painting, siding, flooring, landscaping and general construction cleanup.

Please sign below if you are willing to complete these partnership requirements.

Applicant Signature *Date* *Co-Applicant signature* *Date*

X. Authorizations

General Authorization and Release:

My signing below, I understand by submitting this application, I am authorizing Habitat for Humanity to evaluate my qualification as a Homebuyer Partner as represented in the program overview presented to me. I also understand that the evaluation will include a review of all information provided on this form and in the supporting documents to prove this application information. I understand this information will be shared with the Habitat Homebuyer Support Committee, partner lenders and their participating providers of loan origination and underwriters. I have answered all the questions on this application truthfully. I understand that if I have not answered the questions truthfully, my application could be denied. I understand the original or a copy of this application will be confidentially retained by Habitat for Humanity of Teller County for 5 years minimum, even if the application is not approved. I understand re-applying is always available should I currently not qualify for the most recent building program.

Applicant Signature *Date* *Co-Applicant Signature* *Date*

Authorization to Obtain Credit Report

I hereby give Habitat for Humanity of Teller County permission to order a comprehensive credit report and verify any and all credit information that may have a bearing on obtaining a mortgage loan to become a Habitat for Humanity of Teller County homeowner. In addition to ordering a credit report, I understand that past and present employers, landlords, creditors and other agencies or individuals with whom I have/had a financial obligation, and may or may not be reflected on the report, may be contacted. I understand that this information will be held in strict confidence and will be used by Habitat for Humanity of Teller County for selection into the program. I understand this report will also be presented to the lending partners and their providers, for the purpose of pre-qualifying for a mortgage loan.

Applicant’s Signature *Date* *Co-Applicant’s Signature* *Date*



Authorization for Criminal Background Check

I hereby give Habitat for Humanity of Teller County permission to order a criminal background check to obtain information that may have a bearing on my selection to become a Habitat for Humanity of Teller County homeowner. I understand, a felony on my record will not automatically disqualify me.

If any member of my household has been required to register as a sex offender, the judgement may restrict where the individual household member may live and therefore eliminate my application from consideration for the current build.

I understand that this information will be maintained in my application file, and that all information will be held in strict confidence. I hereby release and hold Habitat for Humanity of Teller County harmless for any repercussions that may result from obtaining this information.

Applicant's Signature

Date

Co-Applicant's Signature

Date

EQUAL CREDIT OPPORTUNITY ACT NOTICE

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, familial status, national origin, disability, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal Agency that monitors compliance with this law concerning this company is the **Federal Trade Commission, with offices at: 10877 Wilshire Blvd., Suite 700, Los Angeles CA 90024 or Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.**

You need not disclose income from alimony, child support or separate maintenance payment if you choose not to do so. However, because some loan providers operate under a Special Purpose Credit Program, they may request and require disclosure, in order to determine an applicant's eligibility for their lending program. To determine the affordable mortgage amount, information regarding the applicant's marital status; alimony, child support, and separate maintenance income; and the co-applicant's financial resources are required.

Accordingly, if you receive income from these sources and do not provide this information with your application, your application will be considered incomplete by our lending partners, and we may be unable to invite you to participate in the Habitat Homebuyer Partnership Program.

Applicant Signature:

Co-Applicant Signature:

Date: _____

Date: _____

Office Use Only:

Interviewed by: _____ Date: _____ Orientation: _____

Documents Pending: _____

Date Forwarded to Selection Committee: _____

Status Letter: _____





SUPPORTING DOCUMENTATION

Please provide the following documents to support the information you have provided on your application.

1. A copy of your lease from your landlord stating your rental term and address
2. Proof of **Household** Income such as:
 - Pay stubs or Payroll report – past 6 months
 - SS annual award letter
 - Annual Pension Statement
 - Annual Retirement Disbursement Statement
 - Annual Veteran's Benefit Statement
 - Other Benefit Statement(s)

Note: If you have no credit score, you will need to provide 2 years of income history

3. Tax returns for the last **two** years (with W2s)
4. 6 months of bank statements (checking and savings)
5. 6 months of credit card statements
6. Copies of any divorce decree (if divorce finalized for less than 7 years)
7. Child support requirements from the court (payable to or payable by you or co-applicant).
8. Any settlement or release documents or payment arrangements of any credit issue that you are aware will appear on your credit report.

Habitat considers these criteria when making decisions about homebuyer selection:

- Willingness to Partner:
 - meeting deadlines during application process
 - providing accurate & honest information
 - agreeing to complete education classes in a timely manner
 - commitment to sweat equity requirements on the build site for your home and possibly a neighbor's home.
- Ability to:
 - meet the monthly income requirements for the purchase of property that is available
 - have qualifying credit – 640 credit score or proof of 3 creditor's payments over a 24 month period – 2 year rental ledger will count as 2.
 - Maintain debt to income ratio at not more than 41%
 - show proof of paying current debts on time
 - pay \$250 commitment fee upon signing a purchase contract.
 - purchase 1 year of homeowner's insurance coverage
 - pay approximately 50% of closing cost
 - pay 1 month of HOA dues

If Self Employed:

1. Profit & Loss Statement for the past 2 years
2. Schedules C and F, or other applicable business schedules from past 2 years tax returns