

2301 Romig Road Akron, OH 44320 330-745-7734 www.hfhsummitcounty.org

# **Application**

## **Habitat Homeownership Program**

Type of credit \Bigcap \text{ | am applying for individual credit.}



We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin.

Dear Applicant: Please complete this application for the Habitat for Humanity homeownership program truthfully, completely and accurately. All information you include on this application will be maintained in accordance with our privacy policy. Effective December 13, 2018, Habitat requires a \$10 (non-refundable) application fee to cover part of the cost of the credit report for the application for homeownership. Please submit cash, money order, or a bank check of \$10 payable to "Habitat for Humanity of Summit County" when you turn in your application for homeownership. **We do not accept personal checks or credit cards.** 

☐ I am applying for <b>joint credit</b> . Total number of borround Each borrower intends to apply for joint credit. <b>Your</b>	<del></del>				
1A. APPLICANT INFORMATION					
Applicant	Co-applicant				
Applicant's name:	Co-applicant's name:				
Social Security number  Home phone ()  Cell phone ()  Work phone ()  Age Date of birth (mm/dd/yyyy)	Social Security number				
☐ Married ☐ Separated ☐ Unmarried (single, divorced, widowed, civil union, domestic partnership, registered reciprocal beneficiary relationship) (Fill out Section 14.)	☐ Married ☐ Separated ☐ Unmarried (single, divorced, widowed, civil union, domestic partnership, registered reciprocal beneficiary relationship) (Fill out Section 14.)				
Dependents and others who will live with you:         Name       Age       Male       Female	Dependents and others who will live with you (not listed by co-applicant):  Name  Age  Male  Female				
If you have lived at your present address for less than two years,	complete the following, for all addresses during the past two years:				
Previous address(es) (street, city, state, ZIP code):  Own Rent  Number of years:	Previous address(es) (street, city, state, ZIP code):  Own Rent  Number of years:				
FOR OFFICE USE ONLY — D	O NOT WRITE IN THIS SPACE				
Date received: App #  Date of notice of incomplete application letter:  Date of adverse action letter:	Date of selection committee approval:  Date of board approval:  Date of partnership agreement:				
Application Fee: Cash Money C	Order Bank Check				

1B. MILITAR	Y SERVICE			
Did you (or your deceased spouse) serve, or are you currently serving, in the United States Armed Forces?  (Army, Marine Corps, Navy, Air Force, Space Force, Coast Guard, Reserve or National Guard)   Yes   No				
If yes, check all that apply:	,			
☐ Currently serving on active duty with projected expiration date of service	e/tour/ (mm/dd/yyyy)			
☐ Currently retired, discharged, or separated from service				
☐ Only period of service was as a non-activated member of the Reserve	or National Guard			
☐ Surviving spouse				
Is anyone else in your household serving, or did they serve, in the United States	Armed Forces? ☐ Yes ☐ No			
If yes, check all that apply:				
☐ Currently serving on active duty with projected expiration date of service	e/tour/ (mm/dd/yyyy)			
☐ Currently retired, discharged, or separated from service				
☐ Only period of service was as a non-activated member of the Reserve	or National Guard			
2. WILLINGNESS	TO PARTNER			
To be considered for the Habitat homeownership program, you and your	I AM WILLING TO COMPLETE THE REQUIRED			
, , ,	SWEAT-EQUITY HOURS:			
equity" hours, which may include hours spent helping to build your home and	Yes No			
	Applicant			
approved activities.	Co-applicant			
3. PRESENT HOUS	ING CONDITIONS			
Currently, are you: ☐ Renting ☐ Rent-free ☐ Own				
Number of bedrooms (please circle): 1 2 3 4	5			
Other rooms in the place where you are currently living:	☐ Bathroom ☐ Living room ☐ Diningroom			
Other (please describe):	•			
Cition (product document).				
In the space below, describe the condition of the house or apartment where	you live. Why do you need a Habitat home?			
Name, address and phone number of current landlord:				
4 22222	VEODMATION			
4. PROPERTY II	NFORMATION			
☐ I do not own any real estate (move to Section 5).				
If you own your residence, what is your monthly mortgage payment (including	g taxes, Do you own land other than your residence? ☐ No ☐ Yes			
insurance, etc.)?	Monthly payment (including taxes, insurance, etc.)			
\$/month				

5. EMPLOYMENT INFORMATION (PLEASE PROVIDE COPIES OF YOUR TWO MOST RECEN				CENT PAY STUBS)		
Applicant		Co-Applicant				
☐ Does not apply.			☐ Does not app	ly.		
Name and address of CURRENT empl	oyer:	Years on This Job	Name and address of CURRENT employer:		Years on This Job	
Business Phone:		Position	Business Phone:		Position	
Hourly Wage: \$	Hours worke	d per week:	Hourly Wage: \$ Hours works		ked per week:	
lf v	working at c	urrent job less than one y	ear, complete the following inforr	nation.		
Name and address of <b>last</b> employer:		Years on this job: Name and address of last employer:		er:	Years on this job:	
Business Phone:		Position	Business Phone:		Postition	
Hourly Wage: \$	Hours work	ed per week:	Hourly Wage: \$	Hours worked p	er week:	
☐ Check if you are the business owner or are self-employed. ☐ I have an ownership share of less than 25%. ☐ I have an ownership share of less than 25%.			wnership share of 25% or more.	applicants wil	TE: Self-employed I be required to provide cuments such as tax nancial statements.	

6. MONTHLY INCOME					
Income Source	Applicant	Co-Applicant	Others in Household	Total	
Salary/wages (gross)	\$	\$	\$	\$	
TANF	\$	\$	\$	\$	
Alimony	\$	\$	\$	\$	
Child support	\$	\$	\$	\$	
Social Security	\$	\$	\$	\$	
SSI	\$	\$	\$	\$	
Disability	\$	\$	\$	\$	
Housing voucher (e.g., Section 8)	\$	\$	\$	\$	
Unemployment benefits	\$	\$	\$	\$	
VA compensation	\$	\$	\$	\$	
Retirement (e.g., pension)	\$	\$	\$	\$	
Military entitlements	\$	\$	\$	\$	
Other:	\$	\$	\$	\$	
Total	\$	\$	\$	\$	

HOUSEHOLD MEMBERS WHOSE INCOME IS NOT LISTED ABOVE					
Name	Income Source Monthly Income Date of Birth				

7. SOURCE OF DOWN PAYMENT AND CLOSING COSTS	
Where will you get the money to make the down payment or pay for closing costs (for example, savings or gifts from family member or others; any grants for which you have or intend to apply)? If you borrow the money, whom will you borrow it from, and how will you pay it back?	
	_

8. ASSETS					
Type of asset and name of bank, savings and loan, credit union, retirement account, etc. (Do not include land here.)	Address	City, state	ZIP	Account number	Current balance/ value/vested amount (if applicable)
					\$
					\$
					\$
					\$
					\$
					\$
					\$

9. LIABILITIES AND EXPENSES						
TO WHOM DO YOU OWE MONEY?		Applicant		Co-applicant		
Account	Monthly payment	Unpaid balance	Months left to pay	Monthly payment	Unpaid balance	Months left to pay
Auto Ioan	\$	\$		\$	\$	
Installment (e.g., boat, personal loan)	\$	\$		\$	\$	
Lease (e.g., furniture, appliances — includes rent-to-own)	\$	\$		\$	\$	
Alimony/separate maintenance	\$	\$		\$	\$	
Child support	\$	\$		\$	\$	
Revolving (e.g., credit cards)	\$	\$		\$	\$	
Student loan debt	\$	\$		\$	\$	
Open 30 days (balance paid monthly, e.g., travel card)	\$	\$		\$	\$	
Medical debt	\$	\$		\$	\$	
Other	\$	\$		\$	\$	
Other	\$	\$		\$	\$	
Total	\$	\$		\$	\$	

MONTHLY EXPENSES						
Account Applicant Co-applicant Total						
Rent	\$	\$	\$			
Utilities (electricity, water, gas)	\$	\$	\$			
Insurance (rental, car, health, etc.)	\$	\$	\$			
Child care	\$	\$	\$			
Internet service	\$	\$	\$			
Cell phone	\$	\$	\$			

Land line	\$	\$ \$
Business expenses (if self employed)	\$	\$ \$
Union dues	\$	\$ \$
Transportation expense (gas, bus pass, vehicle upkeep, etc.)	\$	\$ \$
Food and essential supplies	\$	\$ \$
Entertainment	\$	\$ \$
Other	\$	\$ \$
Other	\$	\$ \$
Total	\$	\$ \$
10. D	ECLARATIONS	

10. DECLARATIONS		
Please check the box beside the word that best answers the following questions for you and the co-applicant.	Applicant	Co-applicant
a. Are there any outstanding judgments because of a court decision against you?	☐ Yes ☐ No	☐ Yes ☐ No
b. Have you declared bankruptcy within the past seven years?  If YES, identify the type(s) of bankruptcy:   Chapter 7   Chapter 11   Chapter 12   Chapter 13	☐ Yes ☐ No	☐ Yes ☐ No
c. Have you had any property foreclosed upon in the past seven years?	☐ Yes ☐ No	☐ Yes ☐ No
d. Are you party to a lawsuit in which you potentially have any personal financial liability?	☐ Yes ☐ No	☐ Yes ☐ No
e. Have you conveyed title to any property in lieu of foreclosure or completed a pre-foreclosure sale or short sale (where the lender agreed to accept less than the outstanding mortgage balance due) within the past seven years?	☐ Yes ☐ No	☐ Yes ☐ No
f. Are you currently delinquent or in default on any federal debt or any other loan, mortgage financial obligation or loan guarantee?	☐ Yes ☐ No	☐ Yes ☐ No
g. Are you a co-signer or guarantor on any debt of loan that is not disclosed on this application? (provide copy)	☐ Yes ☐ No	☐ Yes ☐ No
h. Are you a U.S. citizen or permanent resident?	☐ Yes ☐ No	☐ Yes ☐ No
Note: If you answered "yes" to any question a through g, or "no" to Question h, please explain on a separate piece of paper	r.	

# 11. AUTHORIZATION, AGREEMENT AND RELEASE

I understand that by filing this application, I am authorizing Habitat for Humanity to evaluate my actual need for the Habitat homeownership program, my ability to repay an affordable loan and other expenses of homeownership, and my willingness to be a partner through sweat equity and otherwise according to Habitat for Humanity policy.

I understand that the evaluation will include personal visits, a credit check and employment verification (if applicable). I have answered all the questions on this application truthfully and accurately, and if any of the information provided changes after I submit this application, I will supplement this application, as applicable. I understand that if I have not answered the questions truthfully, accurately or completely, or fail to supplement this application as necessary to maintain its accuracy and completeness, my application may be denied, and that even if I have already been selected to receive a Habitat home, I may be disqualified from the program and forfeit any rights or claims to a Habitat home. The original or a copy of this application will be retained by Habitat for Humanity even if the application is not approved.

If this application is created as (or converted into) an "electronic application," I consent to the use of "electronic records" and "electronic signatures" as the terms are defined in and governed by applicable federal and/or state electronic transaction laws. I intend to sign and have signed this application either using my: (a) electronic signature or (b) a written signature and agree that if a paper version of this application is converted into an electronic application, the application will be an electronic record, and the representation of my written signature on this application will be my binding electronic signature.

I also understand that Habitat for Humanity screens all applicants on the sex offender registry. By completing this application, I am submitting myself to such an inquiry. I further understand that by completing this application, I am submitting myself to a criminal background check.

Applicant signature	Date	Co-applicant signature	Date
х		X	

**PLEASE NOTE:** If more space is needed to complete any part of this application, please use a separate sheet of paper and attach it to this application. Please mark your additional comments with "A" for applicant or "C" for co-applicant.

## 12. RIGHT TO RECEIVE COPY OF APPRAISAL

This is to notify you that if you qualify for the homeownership program and complete the program requirements, we order an appraisal to determine the value of a home that you may be eligible to purchase. Upon completion of the home, we will promptly provide a copy to you of the appraisal.

Applicant's name Co-applicant's name
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## 13. DEMOGRAPHIC INFORMATION

### PLEASE READ THIS STATEMENT BEFORE COMPLETING THE BOX BELOW:

☐ By mail

☐ By telephone

The purpose of collecting this information is to help ensure that all applicants are being treated fairly, that the housing needs of communities and neighborhoods are being fulfilled, and to otherwise evaluate our programs and report to our funders. For residential mortgage lending, Federal law requires that we ask applicants for their demographic information (ethnicity, sex and race) in order to monitor our compliance with equal credit opportunity, fair housing and home mortgage disclosure laws. You are not required to provide this information but are encouraged to do so. You may select one or more designations for "Ethnicity" and one or more designations for "Race." The law provides that we may not discriminate on the basis of this information or on whether you choose to provide it. However, if you choose not to provide the information and you have made this application in person, federal regulations require us to note your ethnicity, sex and race on the basis of visual observation or surname. The law also provides that we may not discriminate on the basis of age or marital status information you provide in this application. If you do not wish to provide some or all of this information, please check below.

Applicant		Co-applicant		
Ethnicity (check one or more):  Hispanic or Latino  Mexican Puerto Rican Cuban  Other Hispanic or Latino –  Origin: For example: Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.  Not Hispanic or Latino  I do not wish to provide this information		Ethnicity (check one or more):  Hispanic or Latino Mexican Puerto Rican Cuban Other Hispanic or Latino – Origin: For example: Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.  Not Hispanic or Latino I do not wish to provide this information		
Sex:  ☐ Female ☐ Male ☐ I do not wish to	provide this information	Sex:  ☐ Female ☐ Male ☐ I do not wish to provide this information		
Race (check one or more):  American Indian or Alaska Native — Name of enrolled or principal tribe:  Asian  Asian  Asian Indian  Chinese  Filipino  Japanese  Korean  Vietnamese  Other Asian — race:  For example: Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.  Black or African American  Native Hawaiian or Other Pacific Islander  Native Hawaiian  Guamanian or Chamorro  Samoan  Other Pacific Islander — race:		☐ Black or African American ☐ Native Hawaiian or Other Pacific Islan	☐ Filipino ☐ Vietnamese  ai, Pakistani, Cambodian, and so on.  der an or Chamorro ☐ Samoan	
For example: Fijian, Tongan, and so on.  ☐ White		For example: Fijian, Tongan, and so	on.	
☐ I do not wish to provide this information		☐ I do not wish to provide this informatio	n	
To be completed only by the person conducting the interview				
Was the ethnicity of the Borrower collected on the basis of visual observation or surname?				
This application was taken by:  □ Face-to-face interview (included electronic media w/video component)	Interviewer's name (print or ty	pe)	Interviewer's phone number  Date	

### 14. UNMARRIED ADDENDUM

## FOR BORROWER SELECTING THE UNMARRIED STATUS

Lender instructions for using the Unmarried Addendum: The lender may use the Unmarried Addendum only when a borrower selected "Unmarried" in Section 1 and the information collected is necessary to determine how state property laws directly or indirectly affecting creditworthiness apply, including ensuring clear title. For example, the lender may use the Unmarried Addendum when the borrower resides in a state that recognizes civil unions, domestic partnerships or registered reciprocal beneficiary relationships or when the property is located in such a state. "State" means any state, the District of Columbia, the Commonwealth of Puerto Rico, or any territory or possession of the United States.

If you selected "Unmarried" in Section 1:

Columbia, the Commonwealth of Puerto Rico, or any territory or possession of the United States.
If you selected "Unmarried" in Section 1:  Is there a person who is not your legal spouse but who currently has real property rights similar to those of a legal spouse?   No  Yes
If YES, indicate the type of relationship and the state in which the relationship was formed. For example, indicate if you are in a civil union, domestic partnership, registered reciprocal beneficiary relationship, or other relationship recognized by the state in which you currently reside or where the property is located.
☐ Civil union ☐ Domestic partnership ☐ Registered reciprocal beneficiary relationship ☐ Other (explain):
State:



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Income Guidelines (HUD) – 2024 - Based on the Summit County Area Median Income (AMI) of \$95,800:

 People in Household
 1 Person
 2 Person
 3 Person
 4 Person
 5 Person
 6 Person
 7 Person
 8 Person

 30% Income limits (minimum per year)
 \$20,050
 \$22,900
 \$25,820
 \$31,200
 \$36,580
 \$41,960
 \$47,340
 \$52,720

 80% income limits (maximum per year)
 \$53,450
 \$61,050
 \$68,700
 \$76,300
 \$82,450
 \$88,550
 \$94,650
 \$100,750

### **Qualifications for Potential Applicants**

- 1) The need for adequate shelter.
- 2) The willingness to partner with Habitat to complete 250 sweat equity hours for new construction and a minimum of 5 hours for home repair through volunteering: building your home and the homes of others, as well as attending educational classes for home ownership (applies to each adult in the household).
- 3) Sustainable projected income that can be reasonably guaranteed for 3 years or more.
- 4) Debt-to-income ratio of 39% or less (please provide your two most recent pay stubs with your application).
- 5) Decent responsible credit, including:
  - a) Bankruptcy fully discharged for one year
  - b) No liens or civil suits pending
- 6) Ability to pay the monthly mortgage, which averages between \$450 and \$700 monthly (including property taxes and home owners insurance).
- 7) Not registered on any sexual offender database and no drug violations within the last two years.

The entire process for a Habitat home, should an applicant be approved (by the Family Selection committee), could take anywhere from 12 - 24 months to complete. We do not provide emergency housing.

Rev. 4/4/2024