



2017 Application for Homeownership

Have you Applied Before?  Yes  No

**1. APPLICANT INFORMATION**

**Applicant**

**Co-Applicant**

Applicant's Full Name \_\_\_\_\_

Co-Applicant's Full Name \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_

Cell Phone ( ) \_\_\_\_\_

Cell Phone ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Age: \_\_\_\_\_

Age: \_\_\_\_\_

Marital Status:  Married  Separated  Unmarried

Marital Status:  Married  Separated  Unmarried

Are you currently employed?  Yes  No

Are you currently employed?  Yes  No

Are you currently in school?  Yes  No

Are you currently in school?  Yes  No

If "yes", when will you graduate? \_\_\_\_\_

If "yes", when will you graduate? \_\_\_\_\_

Current Address (street, city, state, ZIP code)

Current Address (street, city, state, ZIP code)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of years at this address: \_\_\_\_\_

Number of years at this address: \_\_\_\_\_

Do you own this residence?  yes  no

Do you own this residence?  yes  no

Are you paying rent?  yes  no

Are you paying rent?  yes  no

Are you living in Section 8 housing?  yes  no

Are you living in Section 8 housing?  yes  no

Previous Address (street, city, state, ZIP code)

Previous Address (street, city, state, ZIP code)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of years at this address: \_\_\_\_\_

Number of years at this address: \_\_\_\_\_

Did you own this residence?  yes  no

Did you own this residence?  yes  no

Were you living in Section 8 housing?  yes  no

Were you living in Section 8 housing?  yes  no

**Please list all dependents/other people who will be living with you.**

Name	Social Security #	Age	Gender	Relationship to Applicant	Employed?
			<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> yes <input type="checkbox"/> no
			<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> yes <input type="checkbox"/> no
			<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> yes <input type="checkbox"/> no
			<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> yes <input type="checkbox"/> no
			<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> yes <input type="checkbox"/> no
			<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> yes <input type="checkbox"/> no
			<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> yes <input type="checkbox"/> no
			<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> yes <input type="checkbox"/> no
			<input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> yes <input type="checkbox"/> no

**FOR OFFICE USE ONLY - Do Not Write in This Space**

Date Received: \_\_\_\_\_

Application Received By: \_\_\_\_\_

2. WILLINGNESS TO PARTNER

To be considered for a Habitat for Humanity home, you and your household must be willing to work a certain number of "sweat equity" hours. Your help in building your home and the homes of others is called "sweat equity" and may include clearing the lot, painting, helping with construction, working at the Habitat ReStore or the Habitat office, budgeting and training classes and other approved activities.

I AM WILLING TO COMPLETE THE REQUIRED SWEAT EQUITY HOURS

Applicant's Signature \_\_\_\_\_

Co-Applicant's Signature \_\_\_\_\_

3. PRESENT HOUSING CONDITIONS

**Please tell us a little about your family's current living situation.**

Number of bedrooms in your home: \_\_\_\_\_ Number of bathrooms: \_\_\_\_\_

Please list all other rooms in the place where you are currently living: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you rent your residence, what is your monthly rent payment?      \$ \_\_\_\_\_ per month

Landlord Name: \_\_\_\_\_ Landlord Phone Number:      (      )

Landlord Address: \_\_\_\_\_

**IMPORTANT: Why do you believe you need a Habitat home?** (Include additional information on a separate attachment if necessary.)

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**4. CURRENT EMPLOYMENT INFORMATION**

**Applicant's Employment Information**

Name of Company \_\_\_\_\_  
 Job Title/Job Description \_\_\_\_\_  
 Address \_\_\_\_\_  
 Date Started \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Phone Number ( \_\_\_\_\_ )  
 How are you paid?     Hourly     Salary     Other (please explain) \_\_\_\_\_  
 Base Pay:    \$ \_\_\_\_\_  
 How often do you get paid?     Weekly     Every 2 Weeks     Twice a Month     Monthly  
     Other (please explain) \_\_\_\_\_  
 Please specify any additional income you earn above your base pay \_\_\_\_\_  
 \_\_\_\_\_  
 How many hours a week do you work? \_\_\_\_\_  
 Do you work year-round?     yes     no (please explain) \_\_\_\_\_  
 \_\_\_\_\_

**Please list any other jobs you have held in the past 12 months.**

<b>Employer</b>	<b>Position</b>	<b># of Years Worked</b>	<b>Reason for Leaving (if no longer working there)</b>	<b>Monthly Pre-Tax Pay</b>
				\$
				\$
				\$
				\$
				\$

**Co-Applicant's Employment Information**

Name of Company \_\_\_\_\_  
 Job Title/Job Description \_\_\_\_\_  
 Address \_\_\_\_\_  
 Date Started \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_ Phone Number ( \_\_\_\_\_ )  
 How are you paid?     Hourly     Salary     Other (please explain) \_\_\_\_\_  
 Base Pay:    \$ \_\_\_\_\_  
 How often do you get paid?     Weekly     Every 2 Weeks     Twice a Month     Monthly  
     Other (please explain) \_\_\_\_\_  
 Please specify any additional income you earn above your base pay \_\_\_\_\_  
 \_\_\_\_\_  
 How many hours a week do you work? \_\_\_\_\_  
 Do you work year-round?     yes     no (please explain) \_\_\_\_\_  
 \_\_\_\_\_

**Please list any other jobs you have held in the past 12 months.**

<b>Employer</b>	<b>Position</b>	<b># of Years Worked</b>	<b>Reason for Leaving (if no longer working there)</b>	<b>Monthly Pre-Tax Pay</b>
				\$
				\$
				\$
				\$
				\$

**Employment Information for Other Family Members**

**If there are any other working persons over the age of 18 who will be living with you, please list their employment information below.**

Name	Employer	Position	Date Started	Monthly Pre-Tax Pay
				\$
				\$
				\$
				\$

**5. INCOME OTHER THAN EMPLOYMENT**

**Please list any additional income your family receives. If more than one person in your home earns the same type of benefit, add up the total amount received by all family members.**

Type of Income	Person(s) Receiving the Benefit	Total Amount Received Per Month
Food Stamps		\$ <i>per month</i>
Disabilty (SSDI)		\$ <i>per month</i>
SSI		\$ <i>per month</i>
Social Security		\$ <i>per month</i>
Pension		\$ <i>per month</i>
Child Support (optional)		\$ <i>per month</i>
Other(specify):		\$ <i>per month</i>
Other(specify):		\$ <i>per month</i>

**6. ASSETS AND LIABILITIES**

**Bank Account Information**

Name of Bank/Credit Union	Owner of Account	Account Number	Type of Account	Balance
				\$
				\$
				\$
				\$
				\$
				\$
				\$

**Assets and Property**

**Please list any additional assets you own including any real estate, pensions, 401K/IRA accounts, stocks/bonds or**

Asset Name	Owner of Asset	Asset's Current Value	Additional Information (if needed)
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

**Vehicles: Please list all vehicles in use, whether you own them or not.**

Make/Brand	Year	Owner(s) of Vehicle	Are you making payments? (Y/N)
			<input type="checkbox"/> yes <input type="checkbox"/> no
			<input type="checkbox"/> yes <input type="checkbox"/> no



**8. PERSONAL DECLARATIONS**

	<b>Applicant</b>	<b>Co-Applicant</b>
1. Have you ever owned a home before, in the US or elsewhere?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do you have debt because of a court decision against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you declared bankruptcy in the last 7 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are you in a lawsuit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you ever had a loan foreclosed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. In the past 12 months, have you had any loans or credit cards over 60 days past due?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Have you ever had a car, furniture or home repossessed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Have you ever been evicted from a rental property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Have you ever been convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Are you a co-signer on a loan for a person not listed on this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Do you have to pay alimony, child support or spousal support?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Are you a United States Citizen or permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Answering "yes" to these questions does not automatically disqualify you. If you answered "yes" to any question 1 through 11 however, please use the below space to explain. Attach a separate piece of paper if necessary.**

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**9. AUTHORIZATION AND RELEASE**

I understand that by filing this application, I am authorizing Habitat for Humanity to evaluate my actual need for a Habitat home, my ability to repay the no-interest loan and other expenses of homeownership and my willingness to be a partner family. I understand that the evaluation will include, without limitation, personal visits, a credit check, criminal background and sexual offender checks and employer & personal verification. I have answered all the questions on this application truthfully. I understand that if I have not answered all the questions truthfully, my application may be denied and that even if I have already been selected to purchase a Habitat home, I may be disqualified from the program at Habitat for Humanity's sole discretion. The original copy of this application will be retained by Habitat for Humanity, even if the application is not approved.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## 10. CHECKLIST

The following is a list of information which must be received to complete your application for homeownership with Habitat for Humanity of Greater Pittsburgh. There is a \$15.00 processing fee due at the time of application. We can not process an application unless we receive ALL of the information listed below. Incomplete applications will be rejected. Please do not give us originals of your personal documents, as we may not be able to return them to you. If you need assistance in completing your application, please contact our office and we'll be happy to answer any questions.

### Application Attachments: ✓ Check box when attached

**Attach a \$15 money order or cashier's check to cover credit inquiry and processing**

Please make cashier's check or money order payable to "Habitat for Humanity of Greater Pittsburgh."

- If you rent your residence, attach a copy of your lease and a copy of your money order or cancelled check for last month's rent.
- Attach proof of ALL income brought in by members of your household (Wages, Food Stamps, Social Security, SSI, Disability, Pension, Alimony, Child Support or any other income).
- Attach copies of your most recent utility bills (gas, electric, water & sewage).

**For each family member over the age of 18, please attach the following information:**

- Attach three current, consecutive pay stubs, for any job you currently work.
- Attach copies of previous two year's tax returns. We need Form 1040, 1040EZ or an official tax transcript from the IRS; W2s are NOT acceptable. If you do not have a copy of your tax return, you can request a free copy of your transcript by calling the IRS at 1 (800) 908-9946.
- Attach the last two months of bank statements for each account open in your name.

### HOW DO I TURN IN MY APPLICATION?

1. Make sure that you have all the required documents. WE CANNOT PROCESS INCOMPLETE APPLICATIONS. Call Habitat if you have any questions.
2. Please do not give us originals of your personal documents. We may not be able to return them to you.
3. **Call Habitat at 412-450-8520 x10 for an appointment to turn in your documents and complete your application**
4. Application intake will be held at the offices of Habitat for Humanity of Greater Pittsburgh.
5. Your application for homeownership will be reviewed by a committee of volunteers to determine your eligibility for the program. If your application appears to fall within our guidelines, Habitat's Family Services Department will contact you to schedule your home visit.
6. If your application is approved, you will meet with Habitat for Humanity of Greater Pittsburgh to discuss the next steps.

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.

