

Columbus Area Habitat for Humanity PO Box 1193 Columbus, GA 31902 (706) 653-6003 or (706) 256-4448

Applicant Email Address

# **Application**

# Habitat Homeownership Program



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.

Type of credit □ I am applying for **individual credit**.

□ I am applying for joint credit. Total number of borrowers: \_

□ Each borrower intends to apply for joint credit. Your initials: \_\_\_\_

1A. APPLICAN	T INFORMATION				
Applicant	Co-applicant				
Applicant's name:	Co-applicant's name:				
Alternative and former names:	Alternative and former names:				
Social Security number Home phone () Cell phone () Work phone ()	Social Security number Home phone () Cell phone () Work phone ()				
Age Date of birth (mm/dd/yyyy)	Age Date of birth (mm/dd/yyyy)				
Age       Date of bitth (min/dd/yyyy)         □ 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:       Age       Male       Female         Name       Age       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	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	Previous address(es) (street, city, state, ZIP code):  Own Rent				
Number of years:	Number of years:				
FOR OFFICE USE ONLY — D	O NOT WRITE IN THIS SPACE				
Date received: Date of notice of incomplete application letter: Date of adverse action letter:	Date of selection committee approval: Date of board approval:				

	1B. MILITARY SERVICE
Did you	(or your deceased spouse) serve, or are you currently serving, in the United States Armed Forces?
(Army, N	/larine Corps, Navy, Air Force, Space Force, Coast Guard, Reserve or National Guard) 🛛 Yes 🛛 No
If yes, c	neck all that apply:
	Currently serving on active duty with projected expiration date of service/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 anyor	ie else in your household serving, or did they serve, in the United States Armed Forces? $\Box$ Yes $\Box$ No
lf yes, c	neck all that apply:
	Currently serving on active duty with projected expiration date of service/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			
household members must be willing to complete a certain number of "sweat-	SWEAT-EQUITY HOURS:			
equity" hours, which may include hours spent helping to build your home and		Yes	No	
the homes of others, attending homeownership classes, and/or other	Applicant			
approved activities.	Co-applicant			

3. PRESENT HOUSING CONDITIONS								
Currently, are you: Number of bedrooms (pleas	0	Rent-free 2	□ Owr 3	n 4	5			
Other rooms in the place wh Other (please describe):	-			☐ Kitchen	☐ Bathroom	Living room	Diningroom	_ _
In the space below, describe	≥ the conditior	of the house	or apart	iment where	e you live. Why do yo	ou need a Habitat hon	ne?	- - -
If you rent your c	ba	ank statement	t or can	nceled rent	check to evidence	rent payment.	t money order receipt,	_

4. PROPERTY INFORMATION						
□ I do not own any real estate (move to Section 5).						
If you own your residence, what is your monthly mortgage payment (including taxes, insurance, etc.)? Do you own land other than your residence? Do U Yes Monthly payment (including taxes, insurance, etc.)						
/month Unpaid balance \$						
If you wish your property to be considered for building your Habitat home, please attach the deed, any existing appraisal and information about any liens. <b>Note:</b> A separate approval process will apply with respect to any such requests, as each parcel of land is unique and may not be suitable for building on through the Habitat program.						

	5. EMPLOYMEN	IT INFORMATION			
Applicant		Co-applicant			
Does not apply.		🗆 Do	es not apply.		
Name and address of <b>CURRENT</b> employer:	Start date (mm/dd/yyyy):	Name and address of <b>CURRENT</b> er	Name and address of CURRENT employer:		
	Annual (gross) wages: \$			Annual (gross) wages: \$	
Type of business:	Business phone:	Type of business:		Business phone:	
If working at	current job less than one	year, complete the following inform	ation.		
Name and address of <b>PREVIOUS</b> employer:	Years on this job:	Name and address of <b>PREVIOUS</b> employer: Y		Years on this job:	
	Annual (gross) wages: \$			Annual (gross) wages: \$	
Type of business:	Business phone:	Type of business:	Business phone:		
<ul> <li>Check if you are the business owner or are</li> <li>I have an ownership share of less than a Monthly income (or loss) \$</li> </ul>	ownership share of 25% or more.	applicants wi additional do	TE: Self-employed Il be required to provide cuments such as tax inancial 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 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 City, state ZIP Current Type of asset and name Address Account number balance/ of bank, savings and loan, value/vested credit union, retirement account, etc. (Do not amount (if include land here.) 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 loan	\$	\$		\$	\$		
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	\$	\$	\$				

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

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?	□ 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 pape	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
X		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 may order an appraisal to determine the value of a home that you may be eligible to purchase, and we may charge you for this appraisal. Upon completion of the appraisal, we will promptly provide a copy to you, even if the loan does not close.

Applicant's name

Co-applicant's name

#### **13. DEMOGRAPHIC INFORMATION**

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

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:	Ethnicity (check one or more):         Hispanic or Latino         Mexican       Puerto Rican         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:	Sex:
Race (check one or more):	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:	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.	For example: Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.
<ul> <li>Black or African American</li> <li>Native Hawaiian or Other Pacific Islander</li> <li>Native Hawaiian</li> <li>Guamanian or Chamorro</li> <li>Samoan</li> <li>Other Pacific Islander — race:</li> <li>For example: Fijian, Tongan, and so on.</li> </ul>	<ul> <li>Black or African American</li> <li>Native Hawaiian or Other Pacific Islander</li> <li>Native Hawaiian</li> <li>Guamanian or Chamorro</li> <li>Samoan</li> <li>Other Pacific Islander — race:</li> <li>For example: Fijian, Tongan, and so on.</li> </ul>
<ul> <li>White</li> <li>I do not wish to provide this information</li> </ul>	<ul> <li>White</li> <li>I do not wish to provide this information</li> </ul>

To be completed only by the person conducting the interview				
Was the ethnicity of the Borrower collected on the Borrower collected on the b Was the sex of the Borrower collected on the b Was the race of the Borrower collected on the b	asis of visual observation or surname?	□ Yes □ Yes □ Yes	□ No □ No □ No	
This application was taken by:	Interviewer's name (print or type)			Interviewer's phone number
media w/video component)	Interviewer's signature			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:

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:

# Equal Credit Opportunity Act (ECOA) Notice

The attached ECOA notice should be provided to all applicants with the application for the Habitat homeownership program in order to communicate the right to require certain income information from applicants for the Habitat program.

**Purpose and background**: Because Habitat for Humanity homeownership and loan programs qualify as Special Purpose Credit Programs under the Equal Credit Opportunity Act, Habitat can request and consider certain information about income that other lenders may not be allowed to request and consider in connection with their loan programs without providing certain disclosures and options for the applicant to decline to provide that information.

Although federal law allows Special Purpose Credit Programs to request and consider this information to determine eligibility for their programs, the law does not explicitly provide an exemption from the disclosure.

Accordingly, in order to avoid any confusion by Habitat applicants about their rights and obligations to provide this information, we recommend that Habitat affiliates provide the customary disclosure together with the explanation for Habitat's right to consider that information in evaluating applications for the Habitat program. Please see the attached sample ECOA notice.

Affiliate instructions: The Habitat affiliate needs to fill in the address for the FTC regional office for the region in which the affiliate is located. To find the appropriate regional office for the FTC, please check the FTC website: <u>ftc.gov/about-ftc/bureaus-offices/regional-offices.</u>

Provide two copies of the ECOA notice to the applicant with the application.

Each applicant and co-applicant, if any, should sign and date the ECOA notice to acknowledge receipt, and return the signed copy to Habitat with the written application.

# **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, national origin, sex, marital status or 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 the **Southeast Region, 225 Peachtree St. NE, Suite 1500, Atlanta GA 30303,** 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 we operate a Special Purpose Credit Program, we may request and require, in order to determine an applicant's eligibility for the program and the affordable mortgage amount, information regarding the applicant's marital status; alimony, child support and separate maintenance income; and the spouse's financial resources.

Accordingly, if you receive income from these sources and do not provide this information with your application, your application will be considered incomplete, and we will be unable to invite you to participate in the Habitat program.

#### Applicant(s):

x	x
Print name:	Print name:
Date:	Date:

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Accordingly, if you receive income from these sources and do not provide this information with your application, your application will be considered incomplete, and we will be unable to invite you to participate in the Habitat program.

#### Applicant(s):

x	x
Print name:	Print name:
Date:	Date:

Thank you for wanting to become a partner with Columbus Area Habitat for Humanity, to obtain a home (and mortgage) through our program.

# \* Your household income must be at least 50% of the Area Median Income to move forward in the homeownership program. Please review the informational brochure for approximation. Income guidelines change each year.

Please complete the application and return as soon as possible with a COPY of the documents below.

- Social security card for applicant and co-applicant and dependents
- Driver's license or state issue ID for applicant and co-applicant
- Current pay stubs (4 weeks) for applicant and co-applicant and dependents over age 18
- Two years Tax Return (previous & current year) (1040- Federal Only)
- Award letter to support all unearned household income for applicant and co-applicant (pension, social security, child support)

## Current credit report \$30 from NeighborWorks Columbus (345 6th Street, 706.324.4663) for applicant and co-

applicant. Please call to make an appointment first. Credit report requests can also be handled by phone and emailed to you. There is no need to drop by the office; it is discouraged as they may be unable to assist on the spot visits.

- Current utility bills (water, electricity, gas)
- Rental or lease agreement or canceled rent checks.
- Provide an email address for quicker response.

Once your application and documents are received, Ms. Terry will reach out to you for more information.

Thank you for your interest in Habitat for Humanity and the opportunity to serve you. Should you have any questions, please contact Ms. Terry at 706.256.4448.

NOTICE: The federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit application on the basis of race, color, religion, national origin, sex, marital status, age (provide the applicant has the capacity to enter into 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 administers compliance with this law concerning this creditor is the Federal Trade Commission, Washington, D.C. 20580

# FY 2024 Income Limits Summary

Family Number	50% Median	80% Median
1 person	\$24,700	\$39,500
2 person	\$28,200	\$45,150
3 person	\$31,750	\$50,800
4 person	\$35,250	\$56,400
5 person	\$38,100	\$60,950
6 person	\$40,900	\$65,450
7 person	\$43,750	\$69,950
8 person	\$46,550	\$74,450

## **Muscogee County income Limits Summary Median \$68,200**