

# **Affordable Housing Program**

# Homeowners are selected based on these criteria:



Need for housing



Ability to pay an affordable mortgage



Willing to partner with Habitat

PLUS: Lived or worked in Douglas County for at least the previous 12 months

### need for housing

- Does your current home have safety or affordability issues?
- Do you have fewer bedrooms than necessary for the size of your family?

### ability to pay an affordable mortgage

- Are you free of any collections, delinquencies, or bankruptcies?
- Are you unable to get a traditional loan to purchase a home?
- Does your income fall within 30-80% of the Douglas County Median Income?

### willingness to partner with Habitat

- Are you willing to contribute 200 hours of sweat equity?
- Are you willing to participate in education and training programs?
- Are you willing to accept the responsibility of owning a home?



plus: lived or worked in Douglas County at least the previous 12 months

### about our homes

A typical new house has 1,200 square feet of finished living space. Most homes have three bedrooms and one bathroom. Habitat uses green building practices to make the homes and their utilities affordable.



### what does it cost?

Habitat homes are a hand up. Homeowners make regular monthly mortgage payments.

### applications

Call our office at 320-762-4255 to request an application or visit our website at hfhdouglascounty.org

## Proudly serving Douglas County since 1997!





# **Application Checklist**

# Please submit the following documentation with your application for the Applicant and Co-Applicant:

Completed application and any notes of explanation you wish to include
Completed authorization and release forms (Sections 11 and 12)
Driver's license to be presented to Habitat staff (we will copy):
Tax returns AND W2s from previous two years
Paystubs from past two months
Two months most recent bank statements for checking and savings accounts
Two months most recent utility bills for two utilities (ex: electric, phone, water, etc)
Two months most recent rent receipts (if applicable)
Childcare payments for the past two months (if applicable)
Divorce decree or legal separation agreement (if applicable)
Student loan deferment papers stating the date until the loan payments are deferred.
(if applicable)

## Need help or have questions?

Please complete this application to the best of your ability. Use additional paper if needed. If information is missing, you will be contacted to provide the needed information.

Contact Denise Schapekahm, Habitat's Homeowner Services Coordinator at 320-762-4255





### **Habitat Homeownership Program**

### Habitat for Humanity of Douglas County 1211 N. Nokomis NE, Alexandria, MN 56308 320-762-4255



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.

					or race, color, religion, cox, manarea	p, ramma	Totalao or rialion	ur origini.	
					ity homeownership program truthfully, complet ce with our privacy policy.	ely, and	accurately.		
Type of credit	☐ I am applying for <b>joint credit</b> . Total number of borrowers is ☐ Each borrower intends to apply for joint credit. <b>Your initials</b> :								
			1A. A	PPLIC	ANT INFORMATION				
	Applicant				Co-applican	t			
Applicant's name					Co-applicant's name				
Alternative and former names:			Alternative and former names:						
Social Security nu	ımber				Social Security number				
Home phone					Home phone				
Cell phone					Cell phone				
Work phone					Work phone				
Birthdate (mm/dd/yyyy)			Age		Birthdate Age (mm/dd/yyyy)				
	nrated				☐ Married ☐ Separated ☐ Unmarried (includes: single, divorced, widowed, civil union, domestic partnership, registered reciprocal beneficiary relationship) (Fill out Section 14.)				
<b>Dependents</b> and	others who will live with	n you (n	ot listed by co-appl	icant)	Dependents and others who will live with you (not listed by applicant)				
Name		Age	Birthdate	M/F	Name	Age	Birthdate	M/F	
								ı	
								i	
Present address (	(street, city, state, ZIP)		□ Own □	Rent	Present address (street, city, state, ZIP)	)	□ Own □ F	lent	
Number of years:					Number of years:				
		for le			complete the following, for all addresses			_	
Last addresses (s	street, city, state, ZIP)		□ Own □	Rent	Last addresses (street, city, state, ZIP)		]Own □ Re	mt	

Number of years:

**DATE APPLICATION RECEIVED:** 



Number of years:

1B. MILITARY SERVICE	
Did you (or your deceased spouse) serve, or are you currently serving, in the United States (Army, Marine Corps, Navy, Air Force, Space Force, Coast Guard, Reserve or National Guard	
If yes, check all that apply:  ☐ Currently serving on active duty with projected expiration date of service/tour/_  ☐ Currently retired, discharged, or separated from service  ☐ Only period of service was as a non-activated member of the Reserve or National Guar  ☐ Surviving spouse	
Is anyone else in your household serving, or did they serve, in the United States Armed For If yes, check all that apply:  □ Currently serving on active duty with projected expiration date of service/tour/	
<ul> <li>☐ Currently retired, discharged, or separated from service</li> <li>☐ Only period of service was as a non-activated member of the Reserve or National Guar</li> </ul>	
2. WILLINGNESS TO PARTNER	
To be considered for the Habitat homeownership program, you and your household members must be willing to complete a certain number of "sweat-equity" hours, which may include hours spent helping build your home and the homes of others,	I AM WILLING TO COMPLETE THE REQUIRED SWEAT-EQUITY HOURS:
attending homeownership classes, and/or other approved activities.	Applicant ☐ YES ☐ NO Co-applicant ☐ YES ☐ NO
3. PRESENT HOUSING CONDITION Currently, are you: □ Renting □ Rent-free □ Own	5
Number of bedrooms (please circle) 1 2 3 4 5	
Other rooms in the place where you are currently living: $\Box$ Kitchen $\Box$ Bathroom $\Box$ Liv	ving Room ☐ Dining room
	**Please supply a copy of your lease
If you rent your residence, what is your monthly rent payment? \$ /month	or a copy of a money order receipt, bank statement or canceled rent check
	or a copy of a money order receipt,
	or a copy of a money order receipt, bank statement or canceled rent check to evidence rent payment.
Name of current landlord:  Address of current landlord:	or a copy of a money order receipt, bank statement or canceled rent check to evidence rent payment. number:
Name of current landlord: Phone	or a copy of a money order receipt, bank statement or canceled rent check to evidence rent payment. number:
Name of current landlord:  Address of current landlord:  In the space below, describe the condition of the house or apartment where you live. Please	or a copy of a money order receipt, bank statement or canceled rent check to evidence rent payment. number:
Name of current landlord:  Address of current landlord:  In the space below, describe the condition of the house or apartment where you live. Please	or a copy of a money order receipt, bank statement or canceled rent check to evidence rent payment. number:
Name of current landlord:  Address of current landlord:  In the space below, describe the condition of the house or apartment where you live. Please	or a copy of a money order receipt, bank statement or canceled rent check to evidence rent payment. number:
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Name of current landlord:  Address of current landlord:  In the space below, describe the condition of the house or apartment where you live. Please	or a copy of a money order receipt, bank statement or canceled rent check to evidence rent payment. number:
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Name of current landlord:  Address of current landlord:  In the space below, describe the condition of the house or apartment where you live. Please	or a copy of a money order receipt, bank statement or canceled rent check to evidence rent payment. number:

4. PROPERTY INFORMATION							
□ I do not own any real estate (move to Section 5).							
If you own your own residence, what is your monthly mortgage	e payment (including taxes, insurance, etc)?						
Monthly payment \$	Unpaid balance \$						
Do you own land other than your residence? ☐ No ☐ Yes	If yes, what is your monthly payment (including taxes, insurance, etc)?						
Monthly payment \$	Unpaid balance \$						
	abitat home, please attach the deed, any existing appraisal and ss will apply with respect to any such requests, as each parcel of land is bitat program.						

5. EMPLOYER INFORMATION							
Applicant	Applicant						
Name and address of <b>CURRENT</b> employer	Start date (mm/dd/yyyy)	Name and address of <b>CURRE</b>	NT employer	Start date (mm/dd/yyyy)			
	Annual (gross) wages			Annual (gross) wages			
	\$			\$			
Type of business	Business phone	Type of business		Business phone			
If working at current jol	b less than two yea	ers, complete the following info	ormation				
Name and address of <b>PREVIOUS</b> employer	Years on job	Name and address of <b>PREVIO</b>	<b>US</b> employer	Years on job			
Annual (gross) wages				Annual (gross) wages			
	\$			\$			
Type of business	Business phone	Type of business		Business phone			
□ Check if you are the business owner or are self-employed. □ I have an ownership share of less than 25%. Monthly income (or loss) \$ □ I have an ownership share of 25% or more. Monthly income (or loss) \$				TE: Self-employed I be required to onal documents eturns and financial			

6. MONTHLY INCOME						
Income Source	Applicant	Co-applicant	Others in household	Total		
Salary/Wages (gross)	\$	\$	\$	\$		
Child Support	\$	\$	\$	\$		
Social Security	\$	\$	\$	\$		
SSI	\$	\$	\$	\$		
Disability	\$	\$	\$	\$		
Alimony	\$	\$	\$	\$		

TANF:	\$ \$	\$ \$
Housing voucher (ie: Section 8)	\$ \$	\$ \$
Unemployment benefits	\$ \$	\$ \$
VA compensation	\$ \$	\$ \$
Retirement (ie: pension)	\$ \$	\$ \$
Military entitlements	\$ \$	\$ \$
Other:	\$ \$	\$ \$
TOTAL	\$ \$	\$ \$

HOUSEHOLD MEMBERS WHOSE INCOME IS LISTED ABOVE							
Name Income source Monthly Income Date of Birth							

7. SOURCE OF CLOSING COSTS
Where will you get the money to 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? [Homeowners are encouraged to save approximately \$1,500]

8. ASSETS						
Name of bank, savings, credit union, etc.	City, State	Current balance				
		\$				
		\$				
		\$				
		\$				
		\$				

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 (ie: boat, personal loan)	\$	\$		\$	\$		
Lease (ie: furniture, appliances - includes rent-to-own)	\$	\$		\$	\$		
Child support	\$	\$		\$	\$		
Student loan debt	\$	\$		\$	\$		
Revolving - credit card	\$	\$		\$	\$		
Revolving - credit card	\$	\$		\$	\$		
Open 30 days (balance paid monthly, ie: travel card)	\$	\$		\$	\$		
Medical debt	\$	\$		\$	\$		
Alimony/separate maintenance	\$	\$		\$	\$		
Other:	\$	\$		\$	\$		
TOTAL	\$	\$		\$	\$		

MONTHLY EXPENSES							
	Applicant	Co-applicant	TOTAL				
Rent	\$	\$	\$				
Utilities (electricity, water, gas)	\$	\$	\$				
Insurance (rental, car, health, etc)	\$	\$	\$				
Child care	\$	\$	\$				
Internet service	\$	\$	\$				
Cell phone	\$	\$	\$				
Land line	\$	\$	\$				
Business expenses	\$	\$	\$				
Union dues	\$	\$	\$				
Transportation expense (gas, bus pass, vehicle upkeep, etc)	\$	\$	\$				
Food and essential supplies	\$	\$	\$				
Entertainment	\$	\$	\$				
Other:	\$	\$	\$				
TOTAL	\$	\$	\$				

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 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	☐ Yes ☐ No	☐ Yes ☐ No				
	outstanding mortgage balance due) within the past seven years?						
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				
	TE: If you answered "yes" to any question a through g, or "no" to question h, please per if needed.	explain below.	Jse additional				
1001							
	11. AUTHORIZATION AND RELEASE						
1							
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.							
*****	willing less to be a partiter tillough sweat equity and otherwise according to Habitat for Humanity policy.						
	nderstand that the evaluation will include personal visits, a credit check and employn						
	e answered all the questions on this application truthfully and accurately, and if any						
	anges after I submit this application, I will supplement this application, as applicable.						
	swered the questions truthfully, accurately or completely, or fail to supplement this ap intain its accuracy and completeness, my application may be denied, and that even						
	eive a Habitat home, I may be disqualified from the program and forfeit any rights or						
	ginal or a copy of this application will be retained by Habitat for Humanity even if the						
If t	his application is created as (or converted into) an "electronic application," I c	onsent to the u	se of				
	ectronic records" and "electronic signatures" as the terms are defined in and g						
and	and/or state electronic transaction laws. I intent 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.						
l al	I also understand that Habitat for Humanity screens all applicants on the sex offender registry. By completing this						
app	application, I am submitting myself to such an inquiry. I further understand that by completing this application, I am						
sub	submitting myself to a criminal background check.						
Y							
App	plicant signature Date						
Х							
Co	-applicant signature Date						
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.

X				
Applicant signature	Date			
Co-applicant signature	Date			
oo-applicant signature	Date			
13. HOW DID YOU FIND OUT ABO	UT HABITAT?			
Please help us reach more potential applicants by sharing how you learned	about Habitat for Humanity. Thank you!			
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 si				
partnership or registered reciprocal beneficiary relationships or when the				
"State" means any state, the District of Columbia, the Commonwealth of F the United States.	uerto Rico, or any territory or possession of			
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? ☐ Yes ☐ No				
If VES, indicate the type of relationship and the state in which the relationsh	in was formed. For example, indicate if you			
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.				
<ul><li>☐ Civil union</li><li>☐ Domestic partnership</li><li>☐ Registered reciprocal benefic</li><li>☐ Other (explain):</li></ul>	ary relationship			
- Other (explain).				
State:				



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### **Equal Credit Opportunity 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, 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 law concerning this company is the federal Trade Commission, with offices at FTC Regional Office for the Midwest Region, 55 West Monroe Street, Suite 1825, Chicago, IL 60603 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):			
Signature:			
Print Name:			
Date:			
Signature:			
Print Name:			
Date:			



## **Privacy Statement and Notice**

At Habitat for Humanity of Douglas County, MN, we are committed to keeping your information private. We recognize the importance applicants, program families, tenants, and homeowners place on the privacy and confidentiality of their information. While new technologies allow us to more efficiently serve our customers, we are committed to maintaining privacy standards that are synonymous with our established and trusted name.

When collecting, storing, and retrieving applicant, program family, and homeowner data – such as tax returns, pay stubs, credit reports, employment verifications and payment history – internal controls are maintained throughout the process to ensure security and confidentiality.

We collect nonpublic personal information about you from the following sources:

- Information we receive from you on applications or other forms;
- Information about your transactions with us or others; and
- Information we receive from a consumer reporting agency.

We may disclose the following kinds of nonpublic personal information about you:

- Information we receive from you on applications or other forms, such as your name, address, social security number or income
- Information about your transactions with us or others such as your mortgage loan balance or payment history and
- Information we receive from a consumer reporting agency such as your credit history.

Habitat for Humanity of Douglas County, MN employees and volunteers are subject to a written policy regarding confidentiality, and access to applicant data is restricted to staff and volunteers on an as-needed basis. Information is used for lawful business purposes and is never shared with third parties without your consent, except as permitted by law. As permitted by law, we may disclose nonpublic personal information about you to the following types of third parties:

- Financial service providers, such as mortgage servicing agents;
- Nonprofit organizations, government entities, or other subsidy providers.

If you prefer that we do not disclose non-public personal information about you to nonaffiliated third parties, you may opt out of those disclosures, that is, you may direct us not to make those disclosures (other than disclosures permitted by law). If you wish to opt out of disclosures to nonaffiliated third parties, you may call Habitat for Humanity of Douglas County, MN at 320.762.4255.



#### 15. INFORMATION FOR GOVERNMENT MONITORING PURPOSES

#### 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 ore more designations for "Ethnicity" and more 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.

Applica	nt	Co-applicant			
Ethnicity (check one or more):		Ethnicity (check one or more):			
☐ Hispanic or Latino		☐ Hispanic or Latino			
☐ Mexican ☐ Puerto Rican	☐ Cuban	□ Mexican □ Puerto Rican □ Cuban			
☐ Other Hispanic or Latino		☐ Other Hispanic or Latino			
Origin:	tion Benefitana	Origin:			
For example: Argentinean, Colo		For example: Argentinean, Colombian, Dominican,			
Nicaraguan, Salvadoran, Spani	ага, апа ѕо оп.	Nicaraguan, Salvadoran, Spaniard, and so on.			
☐ Non-Hispanic or Latino		□ Non-Hispanic or Latino			
$\square$ I do not wish to furnish this information		☐ I do not wish to furnish this information			
Sex:		Sex:			
☐ Female ☐ Male ☐ I do not wi	sh to provide this information	☐ Female ☐ Male ☐ I do not wish to provide this information			
Race (check one or more):	<del></del>	Race (check one or more):			
☐ American Indian or Alaska Native		☐ American Indian or Alaska Native			
Name of enrolled or principal tribe	э <i>:</i>	Name of enrolled or principal tribe:			
☐ Asian		Asian			
☐ Asian Indian ☐ Chinese	☐ Filipino	☐ Asian Indian ☐ Chinese ☐ Filipino			
☐ Japanese ☐ Korean	☐ Vietnamese	☐ Japanese ☐ Korean ☐ Vietnamese			
☐ Other Asian – <i>race:</i>		☐ Other Asian – <i>race:</i>			
For everyle, Hypers, Lection	- Thai Dakistani	F-wayamala Umana Lastian Thei Dekisteni			
For example: Hmong, Laotial Cambodian, and so on.	1, Inai, Ракі <i>s</i> тапі,	For example: Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.			
☐ Black/African-American		□ Black/African-American			
☐ Native Hawaiian or other Pacific I	slander	□ Native Hawaiian or other Pacific Islander			
☐ Native Hawaiian ☐ Guan	nanian or Chamorro	☐ Native Hawaiian ☐ Guamanian or Chamorro			
☐ Samoan		□ Samoan			
☐ Other Pacific Islander – <i>race</i> .	:	☐ Other Pacific Islander – <i>race: I</i>			
For example: Fijian, Tongan	and so on	For example: Fillian Tangan and as an			
Tor example. Fijian, Torigan,  □ White	, and so on.	For example: Fijian, Tongan, and so on.  ☐ White			
- Willie		- Willie			
$\square$ I do not wish to furnish this inform	nation	☐ I do not wish to furnish this information			
To be completed only by the person conducting the interview					
Was the ethnicity of the Borrower co	ollected on the basis of visual o	bservation or surname? ☐ Yes ☐ No			
Was the sex of the Borrower collected on the basis of visual observation or surname? ☐ Yes ☐ No					
Was the race of the Borrower collected on the basis of visual observation or surname? ☐ Yes ☐ No					
This application was taken by:	Interviewer's name:				
☐ Face-to-face interview ☐ Interviewer's name: ☐ Interviewer's name: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐					
w/video component)  Interviewer's signature:					
□ Mail					

Date:

☐ Telephone

Interviewer's Phone #: