



# Homeownership Program Application



## GUIDELINES FOR ACCEPTANCE

### Apply for a Home

1. You will be considered for a Habitat home if your present housing is not adequate and if you are unable to obtain adequate housing through other conventional means. Examples of inadequate housing may include problems with the present structure; water, electrical or sewage service systems; heating system, or failure to meet city property maintenance standards. Also taken into consideration are the number, the ages and the gender of children compared to the number of bedrooms in your present home.
2. The percentage of your monthly income that you currently spend on housing is considered to determine need. You will be required to openly and fully discuss your financial situation with Habitat personnel.
3. You and your family will be considered if your annual total income is between 30% and 80% of the median income for Jonesboro, Arkansas.

Family Size	Yearly Income
<input type="checkbox"/> 1	\$12,760 - \$33,150
<input type="checkbox"/> 2	\$17,240 - \$37,900
<input type="checkbox"/> 3	\$21,720 - \$42,650
<input type="checkbox"/> 4	\$26,200 - \$47,350
<input type="checkbox"/> 5	\$30,680 - \$51,150
<input type="checkbox"/> 6	\$34,350 - \$54,950
<input type="checkbox"/> 7	\$36,750 - \$58,750
<input type="checkbox"/> 8	\$39,100 - \$62,550

### Ability to Pay

Since you will actually be buying your house from Habitat, you must demonstrate your ability to pay the monthly mortgage payment. This payment will include not only the mortgage payment, but the payment for real estate taxes and insurance. We will help you to determine if this payment will jeopardize your ability to meet all your other family financial obligations and expenses. We can also help you if you need to develop a budget to determine your eligibility. The family will be expected to provide closing cost, which can sometimes be obtained through a housing grant. This will be discussed further if selected for the program.

### Requirements:

- You must currently reside or work in the Jonesboro, Arkansas for at least one (1) year.
- You must be a U.S. citizen or permanent resident.

### Willingness to Participate as a Partner with Habitat

1. When selected, you become a "partner family". As a partner family you will be responsible for 250 hours of sweat equity, plus 25 additional hours per household members 14 years or older. This sweat equity may be accomplished in construction of your house and the houses of others and may include cleaning, painting, helping with construction, speaking to volunteers, working in the Habitat office, and attending Homeownership Classes. The family can have advocates help complete the required sweat equity hours, but only 40% of the hours. The remaining 60% of hours have to be completed by the selected household.
2. You will be responsible for maintenance and repairs of your house from the time you sign the mortgage.

Applicant \_\_\_\_\_

Date \_\_\_\_\_



# Homeownership Program Application



**Dear Applicant:** Complete this application to determine qualification for the Habitat for Humanity of Greater Jonesboro Homeownership Program. Application must be completed and accurately as possible before submission. All information herein will be kept confidential in accordance with the Gramm-Leach-Bliley Act.

*Applications will be accepted until spots are filled. Habitat for Humanity of Greater Jonesboro will review this completed application as a pre-qualification process for the homeownership program. This application is the first step for qualification; Habitat for Humanity of Greater Jonesboro reserves all rights to discontinue the application process at any given time.*

## Applicant Information

Applicant's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Co-applicant's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Number of years at present address \_\_\_\_\_  Own  Rent Other \_\_\_\_\_

Monthly Payment \$ \_\_\_\_\_ Section 8 Assistance?  Yes  No \$ Amount \_\_\_\_\_

List everyone in the household

Name	Relationship to Applicant	Birthdate MM/DD/YYYY	Age	Sex (M or F)	Legal Alien/ U.S. Citizen/Other
	Applicant				

Briefly describe your need for a new home (i.e., substandard condition, housing cost burden, overcrowded, or other).

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## Willingness to Partner

To be considered for Habitat's Homeownership Program, you and your family must be willing to complete 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 lots, painting, helping with construction, working in the Habitat Office or ReStore, attending homeownership classes or other approved activities.

I am willing to complete the required sweat-equity hours: Applicant  Yes  No

Co-Applicant  Yes  No

If "no" please give a reason: \_\_\_\_\_



### Employment Information

Applicant's current employer \_\_\_\_\_ Years on this job \_\_\_\_\_  
 Type of business \_\_\_\_\_ Job title \_\_\_\_\_ Business phone \_\_\_\_\_  
 Co-applicant's current employer \_\_\_\_\_ Years on this job \_\_\_\_\_  
 Type of business \_\_\_\_\_ Job title \_\_\_\_\_ Business phone \_\_\_\_\_

*If less than 1 year at current place of employment include prior place of employment on a separate sheet of paper.*

### Monthly Household Income

Source of household gross income

Name	Employment	SSA/SSI	Other	Frequency

*Example of sources of income: wages, alimony, child support, disability, social security, etc.*

Total household monthly income \$ \_\_\_\_\_ Total household annual income \$ \_\_\_\_\_

Did you file income taxes last year?  Yes  No If yes, what was your annual income for last year? \$ \_\_\_\_\_

Do you have a checking or savings account, loan, credit union, etc.?  Yes  No Specify source and amount \_\_\_\_\_

Where would you get the money for the down payment? Explain \_\_\_\_\_

### Monthly Household Expenses & Debt

To whom do you and the co-applicant owe money?

Specify Source	Balance	Monthly Payment

*Example of sources of expenses: loans (car note, mortgage, credit card), utilities, child support, car insurance, etc.*

Total monthly expenses & debt for household \$ \_\_\_\_\_

Total monthly income \$ \_\_\_\_\_  
 Subtract Total monthly expenses \$ \_\_\_\_\_  
 Equals \$ \_\_\_\_\_



## Declarations

Statements	Applicant	Co-applicant
a. Do you have outstanding judgments because of a court decision against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Do you have any outstanding collections against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Have you declared bankrupt within the past seven years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Have you had property foreclosed or vehicle repossessed in the past seven years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Are you currently in a lawsuit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Are you paying alimony or child support?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Are you currently or have you in the past served in the military?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Are you a U.S. citizen or permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. Within the last 7 years have you been 1) convicted 2) pleaded guilty 3) pleaded <i>nolo contendere</i> , or 4) been placed on any form of parole or probation (including probation before judgement)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered "yes" to any questions a through f, or "no" to questions h and i, please explain on a separate piece of paper.		

*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.*

## Authorization and Release

I understand that by filing this application, I am authorizing Habitat for Humanity of Greater Jonesboro to evaluate my actual need for the Habitat homeownership program, my ability to repay the no-interest loan and other expenses of homeownership, and my willingness to be a partner through sweat-equity. I understand the evaluation will include personal visits a credit check and other verifications as needed. I have answered all the questions on this application truthfully. I understand that if I have not answered the questions truthfully, my application may be denied, and that even if I have already been selected for Habitat's program, I may be disqualified from the program at any time according to Habitat's discretion. The original or a copy of this application will be retained by Habitat for Humanity even if the application is not approved.

I also understand that Habitat for Humanity screens all applicant families 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

## Submitting Completed Application (Please mail or drop off application at the following addresses):

Habitat for Humanity of Greater Jonesboro

PO. Box 19051, Jonesboro, AR. 72403 OR 520 West Monroe Ave., Jonesboro, AR 72401