

Thank you for your interest in Habitat for Humanity. Our homeownership application period will open Wednesday. March 1 and run through Friday, March 31, 2023. Within this application packet is the homeownership application, privacy statement and notice, general information about the process, and a return information checklist. All applications must be retuned to our office by 2pm Friday, March 31, 2023. **NO APPLICATIONS WILL BE ACCEPTED AFTER THIS TIME.**

This packet can be submitted in person at our office located at 429 East 14th Street, Anderson, IN 46016. Open times are Mondays 2pm-5pm, Wednesdays and Fridays 11am-2pm. If one of these times does not work to submit in person, please contact our office to make an appointment.

If you have any questions about the application process, the program or to make an appointment to submit your completed packet, please call 765-649-4260.

Thank you, Amy Jacobs Family Services



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.



General Information about Applying with Habitat for Humanity

Thankyou for your interest in becoming a homeowner with Habitat for Humanity of Madison County. If your application is approved, the average time between applying and closing on a mortgage with us is 15 months.

Homeowner Selection Criteria:

- 1. Need for adequate housing
 - Current housing is inadequate or too expensive
 - Unable to obtain a conventional mortgage
- 2. Ability to pay the Habitat mortgage
 - Steady income within the guidelines below
 - No unpaid liens or judgments
 - Current on all utilities
 - Have not declared bankruptcy in the last 24 months
- 3. Willingness to partner with Habitat by fulfilling partnership requirements:
 - Complete sweat equity
 - Participate in homeowner education classes
 - Contribute downpayment
 - Live where Habitat is working

Annual Income Guidelines:

_	Minimum	Maximum
Family Size	30% AMI	80% AMI
1 person	\$15,700	\$41,850
2 people	\$17,950	\$47,800
3 people	\$20,200	\$53,800
4 people	\$22,400	\$59,750
5 people	\$24,200	\$64,550
6 people	\$26,000	\$69,350
7 people	\$27,800	\$74,100
8 people	\$29,600	\$78,900

AMI=Area Median Income



Please return these items with your completed application:

- 1. Income verification documents for all income sources. Please include these for a two-month time frame. This includes items like:
 - Paystubs
 - Child Support Printout
 - Social Security or Disability benefit letters
 - Last year's taxes or W-2s
 - If self-employed, 2 years of tax returns
- 2. Copies of two months monthly bills-include utilities, cell phone, cable, loans, credit cards, etc.
- 3. Copy of an unexpired government-issued identification evidencing nationality or residence and bearing a photograph or similar safeguard, such as a government-issued passport or driver's license.
- 4. \$25.00 non-refundable application fee for each applicant. Check or Money Order made payable to Habitat for Humanity of Madison County.
 - You will receive a Notice of Action Taken within 30 days of submitting your application. That notice will be one of the following:
 - Notice of Incompleteness (additional information is needed from you)
 - Adverse Action Notice (Denial)
 - Notice of Pre-Approval/Partnership Agreement

Please be aware that if your application is approved, prior to closing many of these documents will need to be collected again.

All application information is considered confidential and is to be used only for Homeowner selection.

Habitat for Humanity of Madison County is located at 429 E. 14th Street, Anderson, IN 46016

Applications will be accepted in person at the office on Mondays 2pm-5pm, Wednesdays and Fridays 11am-2pm. If you are not available during these hours, you can reach us at (765)649-4260 to schedule an appointment.

Family Selection Committee:

The Family Selection Committee determines the families who will purchase homes from Habitat for Humanity of Madison County. We do not discriminate on the basis of race, sex, color, age, handicap, religion, marital status, or if the applicant's income is fully or partially dependent on public assistance programs.





Habitat for Humanity of Madison County

Privacy Statement and Notice

At Habitat for Humanity of Madison County, 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, tenant, 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, our affiliates, 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 <u>NAME</u>, <u>ADDRESS</u>, <u>SOCIAL SECURITY NUMBER, ASSETS, INCOME, ETC.</u>;
- Information about your transactions with us, our affiliates, or others such as your <u>LOAN BALANCE, PAYMENT HISTORY, ETC.</u>; and
- Information we receive from a consumer reporting agency such as your <u>CREDITWORTHINESS AND CREDIT HISTORY.</u>

Habitat for Humanity of Madison County 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 or governments; and
- Title companies, closing attorneys, and funding partners.

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 (<u>other than disclosures permitted by law</u>). If you wish to opt out of disclosures to nonaffiliated third parties, you may call Habitat for Humanity of Madison County at 765-649-4260.



Application

Habitat Homeownership Program

NO APPLICATIONS WILL BE ACCEPTED AFTER 2PM FRIDAY, MARCH 31, 2023

Habitat for Humanity of Madison County 429 East 14th Street Anderson, IN 46016 765-649-4260



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.

	t: Please complete this applic you include on this applicatio			anity homeownership program truthful ance with our privacy policy.	lly, completely and acc	curately	y.
Type of credit	☐ I am applying for indiv i☐ I am applying for joint ☐ Each borrower intends	credit. Total numbe					
		1A. AF	PPLICAN	INFORMATION			
	Applicant			Со-ар	plicant		
Applicant's na	me:			Co-applicant's name:			
Alternative and	former names:			Alternative and former names:			
Social Security	number			Social Security number			
Home phone ()			Home phone ()			
Cell phone ()			Cell phone ()			
Work phone ()			Work phone ()			
Age Date of birth (mm/dd/yyyy)			Age Date of birth (mm/dd/yyyy)				
	Separated Unmarried (so, registered reciprocal beneficiary relations)	=		☐ Married ☐ Separated ☐ Unm domestic partnership, registered reciprocal ben	, ,		
Dependents and Name	d others who will live with you:	ge Male	Female	Dependents and others who will live we Name	• •		cant): Female
-		_					
Present address	(street, city, state, ZIP code):	☐ Own ☐ Rent	t 	Present address (street, city, state, ZIF	P code):] Rent	
Number of years	::			Number of years:			
If you ha	ve lived at your present add	ress for less than to	wo years, o	complete the following, for all address	ses during the past tw	o year	s:
Previous addres	s(es) (street, city, state, ZIP co	de): 🗆 Own 🗆	Rent	Previous address(es) (street, city, state	e, ZIP code):	□ F	Rent
·							
Number of years	::			Number of years:			
	FOR	OFFICE USE O	NLY — D	O NOT WRITE IN THIS SPACE			
Date received:				Date of selection committee approva	ıl:		
	f incomplete application lette	r:		Date of board approval:			
Date of adverse	action letter:			Date of partnership agreement:			

1B. MILITAR	RY SERVICE
Did you (or your deceased spouse) serve, or are you currently serving, in the L	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 servi	ce/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	o Armod Forces 2
Is anyone else in your household serving, or did they serve, in the United State	s armed Forces? Lifes Lino
If yes, check all that apply: □ Currently serving on active duty with projected expiration date of servi	ice/tour/ (mm/dd/yyyy)
☐ Currently retired, discharged, or separated from service	ce/tour/(fillfi/dd/yyyy)
☐ Only period of service was as a non-activated member of the Reserve	e or National Guard
2. WILLINGNES	S 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 approved activities.	Applicant
approved activities.	Со-аррисант
3 PRESENT HOUS	SING CONDITIONS
	Sinc Constitions
Currently, are you: \square Renting \square Rent-free \square 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):	
In the space below, describe the condition of the house or apartment where	e you live. Why do you need a Habitat home?
and open solon, account the container of the record of apartment into the	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
If you rent your current residence, please supply a copy of you bank statement or canceled rent	our lease and a copy of the most recent money order receipt, check to evidence rent payment.
Name, address and phone number of current landlord:	
4 DDODEDTV	INFORMATION
☐ I do not own any real estate (move to Section 5).	INFORMATION
If you own your residence, what is your monthly mortgage payment (including	
insurance, etc.)? \$/month Unpaid balance \$	Monthly payment (including taxes, insurance, etc.) \$
If you wish your property to be considered for building your Habitat home, pleas Note: A separate approval process will apply with respect to any such requests through the Habitat program.	

5. EMPLOYMENT INFORMATION					
Applicant		Co-applicant			
□ Does not apply.		☐ Does not apply.			
Name and address of CURRENT employer:	Start date (mm/dd/yyyy):	Name and address of CURRENT 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 o	current job less than one y	ear, complete the following inform	ation.		
Name and address of PREVIOUS employer:	Years on this job:	Name and address of PREVIOUS employer: Year		Years on this 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%. □ I have an ownership share of 25% or more. Monthly income (or loss) \$			applicants wil	FE: 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 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	\$	\$	\$				

Please check the hox heside the word that hest answers the following questions for you and the co-applicant Applicant Co-applicant					
10. DECLARATIONS					
Total	\$	\$	\$		
Other	\$	\$	\$		
Other	\$	\$	\$		
Entertainment	\$	\$	\$		
Food and essential supplies	\$	\$	\$		
Transportation expense (gas, bus pass, vehicle upkeep, etc.)	\$	\$	\$		
Union dues	\$	\$	\$		
Business expenses	\$	\$	\$		
Land line	\$	\$	\$		
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			
h. Are you a U.S. citizen or permanent resident?		☐ 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	Note: If you answered "yes" to any question a through g, or "no" to Question h, please explain on a separate piece of paper.				

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:

☐ 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 Other Hispanic or Latino – Origin: For example: Argentinean, Colombia 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 Samanese 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: For example: Fijian, Tongan, and so on. White 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.		
		 Native Hawaiian or Other Pacific Islander Native Hawaiian Guamanian or Chamorro Samoan Other Pacific Islander — race: For example: Fijian, Tongan, and so on. White I do not wish to provide this information 		
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 type limits) Interviewer's signature		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: 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 Notice

The Federal Equal Credit Opportunity Act profibilis creditors from discri-	ninating against credit applicants on the basis of face, color,
religion, national origin, sex, marital status or age (provided the applican	t has the capacity to enter into a binding contract); because all
or part of the applicant's income derives from any public assistance proc	gram; or because the applicant has in good faith exercised any
right under the Consumer Credit Protection Act. The federal agency that	, ,
the Federal Trade Commission, with offices at [FTC Regional Office for	·
The control of the co	— insert
address for region in which the affiliate operates (see instructions for link	
Washington, DC 20580.	
You need not disclose income from alimony, child support or separate because we operate a Special Purpose Credit Program, we may requi	
for the program and the affordable mortgage amount, information regaseparate maintenance income; and the spouse's financial resources.	
Accordingly, if you receive income from these sources and do not provbe considered incomplete, and we will be unable to invite you to partic	
[HABITAT: CONFIRM ALL APPLICANTS ARE REQUIRED BY YOUR DELETE THIS PARENTHETICAL.]	POLICY TO PROVIDE THIS INFORMATION AND THEN
Applicant(s):	
x	x
Print name:	Print name:

Date:



Application Submission Checklist

- Completed, signed application typed or printed legibly
- Copy of 2 months income information for all in household
- Copy of 2 months current bills for all in household
- Copy of last years taxes or 2 years if self-employed
- If renting-copy of rental agreement or statement from landlord of current payment status
- Copy of unexpired government issued ID for each applicant
- \$25.00 non-refundable fee for each applicant

Returned completed packet with all items above to Habitat for Humanity of Madison County at 429 East 14th Street, Anderson IN, 46016 no later than 2pm Friday, March 31, 2023.

NO APPLICATIONS WILL BE ACCEPTED AFTER 2PM FRIDAY, MARCH 31, 2023