

QUALIFICATIONS

1. To be considered for a Habitat for Humanity mortgage loan, the applicant must demonstrate a need for affordable homeownership and cannot otherwise meet qualifications for a conventional loan. Need for a Habitat home is also based on current living conditions: proof of inadequate or substandard living conditions, income not meeting the cost of current housing expenses, family size not adequate for housing size.
2. Applicant must meet household income guidelines that are between 30% and 80% of the median income for Jonesboro, Arkansas or Paragould, Arkansas. Annual income is listed below. *Proof of all household income will be required to submit.*

| Jonesboro, Arkansas | |
|---------------------|----------------------------|
| Family Size | Annual Income |
| 1 | \$16,700 - \$44,450 |
| 2 | \$21,150 - \$50,800 |
| 3 | \$26,650 - \$57,150 |
| 4 | \$32,150 - \$63,450 |
| 5 | \$37,650 - \$68,550 |
| 6 | \$43,150 - \$73,650 |
| 7 | \$48,650 - \$78,700 |
| 8+ | \$52,350 - \$83,800 |

| Paragould, Arkansas | |
|---------------------|----------------------------|
| Family Size | Annual Income |
| 1 | \$15,650 - \$40,450 |
| 2 | \$21,150 - \$46,200 |
| 3 | \$26,650 - \$52,000 |
| 4 | \$32,150 - \$57,750 |
| 5 | \$37,650 - \$62,400 |
| 6 | \$41,900 - \$67,000 |
| 7 | \$44,800 - \$71,650 |
| 8+ | \$47,700 - \$76,250 |

3. Have the ability to pay an affordable *zero-interest rate* Habitat mortgage loan. Applicant must demonstrate the ability to pay the monthly mortgage payment. This monthly mortgage payment will include principal (house loan) and escrow (real estate taxes and insurance) amounts. Payments are set to the affordability of the homeowner based on household income. Credit scores are not considered; however, Habitat will run a background check and a credit history to determine ability to pay. Selected homeowner will need to save toward closing costs, prepaid expenses and down payment.
4. Willingness to partner with Habitat for Humanity of Northeast Arkansas. Once the application has been reviewed and the selection committee has selected the applicant, the selected homeowner will be required to complete 250 hours of “sweat equity”—partnership hours to be completed through volunteering to build or rehabilitate the Habitat homes, attend assigned workshops and financial mentorship, and volunteer at the ReStore.
5. Other requirements include:
 - Have lived or worked in the city limits of Jonesboro or Paragould for 12 months prior to applying.
 - Applicant must be a U.S. citizen or legal permanent resident.
 - Meet background check and credit history.
 - Applicant must submit all requested and required documentation to complete the application. Incomplete applications will not be considered.

If selected to purchase a Habitat Home, applicant must commit to completing all the requirements and understand that maintenance and repairs of the property moving forward are the homeowner's responsibility.



Homeownership Program Application



Dear Applicant: Complete this application to determine qualification for the Habitat for Humanity 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 Northeast Arkansas 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 Northeast Arkansas 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).

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*—partnership 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: _____



Homeownership Program Application



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/SSDI | 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 Debt 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 \$ _____



Homeownership Program Application



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. 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 |
| h. 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 |
| i. 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 |
| If you answered “yes” to any questions a through h, or “no” to questions 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 Northeast Arkansas 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 Northeast Arkansas
PO. Box 19051, Jonesboro, AR. 72403 OR 520 West Monroe Ave., Jonesboro, AR 72401

ARKANSAS BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM

In the interest of maintaining the safety and security of our customers, employees and property, HABITAT FOR HUMANITY OF NORTHEAST ARKANSAS (the "Company") will order a "consumer report" (a background report) on you in connection with your employment / volunteer application, and if you are hired, or if you already work for the Company, may order additional background reports on you for employment purposes.

The background check company, Apex Employment Investigators, will prepare the background report for the Company. Apex Employment Investigators is located at 1047 Tom Loyd Cutoff in Malvern, AR, and can be reached at 501.282.8594.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be ordered include but are not limited to: Social Security number verification; criminal, public, educational and, as appropriate, driving records checks; verification of prior employment; reference, licensing and certification checks; credit reports; and drug testing results. The information may be obtained from private and public record sources, including personal interviews with your associates, friends, and neighbors. (An "investigative consumer report" is a background report that includes information from such personal interviews, except in California where that term means any background report.) The nature and scope of the most common form of investigative consumer report is an investigation into your education and/or employment history conducted by Apex Employment Investigators or another outside organization.

You may request more information about the nature and scope of an investigative consumer report, if any, by telephoning the Company at 870.203.9898. A summary of your rights under the Fair Credit Reporting Act is also being provided to you with this form.

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escriba a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

ARKANSAS AUTHORIZATION FOR BACKGROUND CHECK

Last Name _____ First _____ Middle _____

Maiden/Other Names _____ Years Used _____

Social Security Number _____

Driver's License Number _____ State _____

FOR IDENTIFICATION PURPOSES ONLY: Date of Birth ____/____/____ (Month/Day/Year)

Addresses Within The Past Seven Years (use a separate sheet as needed)

Present Street Address

City/State/ZIP

Prior Street Address

City/State/ZIP

From ____/____/____ (Month/Day/Year) To ____/____/____ (Month/Day/Year)

Signature

Date

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

Keep for your records.

Applicant Name _____

Co-Applicant _____

Current Address _____

Phone Number _____

Assigned Homeowner Services Committee Member _____

Require Documentation – *The documents listed below need to be submitted to HFH Office for review.*

| Documentation for File | Y | N | N/A | Date | Comments - Notes |
|--|---|---|-----|------|------------------|
| Applicant Identification Identification Card Social Security Card (<i>all household</i>) | | | | | |
| Proof of Income Previous Tax Returns Bank Statement (<i>2 months</i>) Assets Acct. Statement (<i>2 months</i>) Section 8 Assistance Paystubs (<i>2 months</i>) SSA/SSI/SSDI Award Letter Child Support Alimony Other _____ | | | | | |
| Proof of Expenses Rent Payment (<i>3 months</i>) & Lease Utilities Automobile Insurance Child Support Alimony Phone/Internet Loans/Collections Other _____ Other _____ | | | | | |
| Signed Notices & Certifications Declaration Requirements Data Collection (<i>Optional</i>) Borrower's Certification Equal Credit Opportunity Act Background Check Privacy Information Right to Receive Appraisal Copy | | | | | |

All Documents Received - *Once all the required attachments are submitted to the Habitat office the committee will review and notify you on a final decision.*