

HOMEBUYER APPLICATION CHECKLIST

(Please know that applications that are missing information at the time of the deadline will be considered incomplete and will be declined.)

□ A completed and signed application. □ If applicable – a completed supplemental application for any household members over 18. You must request a supplemental application or pick one up at the front desk. A check or money order for \$30 (turned in with application) □ If applicable – A receipt from the collection agency showing proof of \$0 balance (collections without a \$0 balance will be declined, unsatisfied judgements will be declined) □ Income (please submit what applies) **3** months (90 days) of paystubs (if employed) • One year of proof of child support payments (print out of payment history) □ Most recent award letter for SSI/SSDI Proof of any other income: Retirement, alimony, or other sources Proof of Citizenship/Residency for ALL household adults (A copy of your birth certificate, U.S. citizenship certificate, U.S. passport, or permanent residence card) □ 2 years of most recent W2 forms 2 years of most recent tax returns (or 3 years if self-employed) A copy of your current lease □ 2 months (60 days) of bank statements for all accounts for the applicant & co-applicant A copy of your most recent utility bills \Box gas \Box electric \Box water HIGHLY ENCOURAGED: Schedule an application review meeting prior to turning in documents. 8 Sweat Equity hours – To be completed later, more information will be provided.

If you'd like to schedule an application review, visit

https://calendly.com/foxcitieshabitat/homebuyer-application-reviews or use the QR code below.



You can also call our office at (920) 967-8898 M-F 8:30am - 5pm. We are here to help and are happy to answer questions or review your application with you.

Applications must be submitted or postmarked by:

May 8, 2024 by 5:00 PM

Please return applications to:

Habitat for Humanity 921 Midway Road Menasha, WI 54952



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HOMEBUYER PROGRAM APPLICATION

OFFICE USE: Date Received: ______ Fee Paid Copy of check

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 and 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(s): 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.

	□ I am applying for individual credit
Type of Credit:	□ I am applying for joint credit. Total number of borrowers: Initials of each borrower that intends to apply for joint credit:

1a: APPLICANT INFORMATION			
Applicant:	Co-Applicant:		
Full legal name (first, middle, last)	Full legal name (first, middle, last)		
Alternate and former name(s) (including maiden names)	Alternate and former name(s) (including maiden names)		
Phone #: 🗆 cell 🗆 home 🗆 work	Phone #: 🗆 cell 🗆 home 🗆 work		
Email:	Email:		
Social Security number Date of birth	Social Security number Date of birth		
□ Married □ Separated □ Unmarried	□ Married □ Separated □ Unmarried		
*Unmarried includes single, divorced, widowed, civil union,	*Unmarried includes single, divorced, widowed, civil union,		
domestic partnership, registered reciprocal beneficiary relationship	domestic partnership, registered reciprocal beneficiary relationship		
(if unmarried, fill out section 10)	(if unmarried, fill out section 10)		
1b. DEPENDENTS AND OTHERS WHO WILL LIVE WITH YOU			

List ALL people who live in your home. *Everyone over 18 must complete a supplemental application and sign a General Release form authorizing a background check

Name	Relationship	Date of Birth	Social Security Number

	SS HISTORY you have lived at your current address less than two years.
Applicant:	Co-Applicant:
Current street address	Current street address
City, State, Zip County	City, State, Zip County
Dates of occupancy: (to present)	Dates of occupancy: (to present)
Current landlord's name	Current landlord's name
Landlord's address	Landlord's address
City, State, Zip Code	City, State, Zip Code
Landlord's phone #:	Landlord's phone #:
Landlord's fax #:	Landlord's fax #:
Previous address (if at current place less than 2 years)	Previous address (if at current place less than 2 years)
Previous street address	Previous street address
City, State, Zip County	City, State, Zip County
Dates of occupancy: (to)	Dates of occupancy: (to)
Previous landlord's name	Previous landlord's name
Previous landlord's address	Previous landlord's address
City, State, Zip Code	City, State, Zip Code
Landlord's phone #:	Landlord's phone #:
Landlord's fax #:	Landlord's fax #:

2b. ADDRESS HISTORY To the best of your ability, please provide any additional addresses lived at for the past five years			
Applicant:	Co-Applicant:		
Previous street address	Previous street address		
City, State, Zip County	City, State, Zip County		
Dates of occupancy: (to) (mm/yy) (mm/yy)	Dates of occupancy: (to) (mm/yy) (mm/yy)		
Previous street address	Previous street address		
City, State, Zip County	City, State, Zip County		
Dates of occupancy: (to) (mm/yy) (mm/yy)	Dates of occupancy: (to) (mm/yy) (mm/yy)		
Previous street address	Previous street address		
City, State, Zip County	City, State, Zip County		
Dates of occupancy: (to) (mm/yy) (mm/yy)	Dates of occupancy: (to) (mm/yy) (mm/yy)		
Previous street address	Previous street address		
City, State, Zip County	City, State, Zip County		
Dates of occupancy: (to) (mm/yy) (mm/yy)	Dates of occupancy: (to) (mm/yy) (mm/yy)		
Previous street address	Previous street address		
City, State, Zip County	City, State, Zip County		
Dates of occupancy: (to) (mm/yy) (mm/yy)	Dates of occupancy: (to) (mm/yy) (mm/yy)		

3a. PROPERTY INFORMATION

Co-Applicant:

Applicant:	Co-Applicant:	
\Box I do not own any real estate (go to next section)	\Box I do not own any real estate (go to next section)	
(mobile homes are not counted as real estate)	(mobile homes are not counted as real estate)	
If you own your residence, what is your monthly	If you own your residence, what is your monthly	
mortgage payment (including taxes, insurance, etc.)	mortgage payment (including taxes, insurance, etc.)	
\$ month	\$ month	
\$ unpaid principal balance	\$ unpaid principal balance	

3b. PRESENT HOUSING CONDITIONS

Applicant Housing Conditions (if co-applicant lives with applicant, just fill out this section)
Currently I am: 🗆 Renting 🗇 Rent-Free 🗇 Own
Number of bedrooms in the place where you live:
Other rooms in the place where you live:
□ Kitchen □ Living room □ Dining room □ Bathroom (# of bathrooms)
Other rooms (please describe):
Please describe the condition of the place where you live. Why do you need a habitat home?

3c. PRESENT HOUSING CONDITIONS			
Co-Applicant Housing Conditions (fill in if different from applicant)			
Does not apply			
Currently I am: 🗆 Renting 🗆 Rent-Free 🗆 Own			
Number of bedrooms in the place where you live:			
Other rooms in the place where you live:			
□ Kitchen □ Living room □ Dining room □ Bathroom (# of bathrooms)			
Other rooms (please describe):			
Please describe the condition of the place where you live. Why do you need a habitat home?			
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4a. EMPLOYMEN	IT INFORMATION
Applicant:	Co-Applicant:
Does not apply	Does not apply
Name of current employer	Name of current employer
Address of current employer	Address of current employer
City, State, ZipBusiness phone #	City, State, ZipBusiness phone #
to Dates of Employment (mm/dd/year)	to Dates of Employment (mm/dd/year)
Hourly wage Avg. hours/week Avg. weeks/year	Hourly wage Avg. hours/week Avg. weeks/year
Pay: Weekly Bi-weekly Monthly Semi-Monthly	Pay: Weekly Bi-weekly Monthly Semi-Monthly
Type of Employment:	Type of Employment:
Full Time Temporary Seasonal	Full Time Temporary Seasonal
□Part Time □Limited Term □	□Part Time □Limited Term □
If work is seasonal or you are off work regularly each	If work is seasonal or you are off work regularly each
year, is unemployment received? \Box Yes \Box No \Box N/A	year, is unemployment received? \Box Yes \Box No \Box N/A
Unemployment: \$ per	Unemployment: \$ per
Number of weeks received each year:	Number of weeks received each year:
How many years have you received this:	How many years have you received this:
	inued employment information
	YMENT INCOME to provide additional documents such as the last 3 years of
	nancial statements.
Applicant:	Co-Applicant:
Does not apply	Does not apply
\Box Check if you are a business owner or self employed	□ Check if you are a business owner or self employed
\Box I have an ownership share of less than 25%	\Box I have an ownership share of less than 25%
\Box I have an ownership share of more than 25%	\Box I have an ownership share of more than 25%
Monthly income (or loss):	Monthly income (or loss):
to	to Dates of self-employment: (mm/dd/year)
Dates of self-employment: (mm/dd/year)	Dates of self-employment: (mm/dd/vear)

	TION – PREVIOUS EMPLOYER /ears, please provide 2 years of employment history)
Applicant:	Co-Applicant:
Does not apply	Does not apply
Name of previous employer	Name of previous employer
Address of previous employer	Address of previous employer
City, State, Zip Business phone #	City, State, Zip Business phone #
to	to
Dates of Employment (mm/year)	Dates of Employment (mm/year)
Hourly wage Avg. hours/week Avg. weeks/year	Hourly wage Avg. hours/week Avg. weeks/year
Name of previous employer Address of previous employer City, State, Zip Business phone # to to Dates of Employment (mm/year) Hourly wage Avg. hours/week	Name of previous employer Address of previous employer City, State, Zip Business phone # to to Dates of Employment (mm/year) Hourly wage Avg. hours/week
Name of previous employer Address of previous employer	Name of previous employer Address of previous employer
City, State, Zip Business phone # to to Dates of Employment (mm/year) Hourly wage Avg. hours/week Avg. weeks/year	City, State, Zip Business phone # to

4d. OTHER INCOME Please list all other income sources, including SSI/SSDI, child support, alimony, retirement (e.g. pension) unemployment benefits, VA compensation, military entitlements, and any other sources of income (if receiving child support, please list the name of the child as the person receiving)				
	My household does not receive unearned income.			
Type of benefit	Name of person receiving this	Monthly amount	Received since? How long will it continue?	
Type of benefit	Name of person receiving this	Monthly amount	Received since? How long will it continue?	
Type of benefit	Name of person receiving this	Monthly amount	Received since? How long will it continue?	
Type of benefit	Name of person receiving this	Monthly amount	Received since? How long will it continue?	
Type of benefit	Name of person receiving this	Monthly amount	Received since? How long will it continue?	
Type of benefit	Name of person receiving this	Monthly amount	Received since? How long will it continue?	
Type of benefit	Name of person receiving this	Monthly amount	Received since? How long will it continue?	

5a. FINANCIAL INFORMATION – BANK ACCOUNTS List ALL bank accounts for applicant and co-applicant including checking and savings

Name(s) on account	□ Checking □ Savings Type of account	Name of bank/credit union/institution
Name(s) on account	□ Checking □ Savings Type of account	Name of bank/credit union/institution
Name(s) on account	□ Checking □ Savings Type of account	Name of bank/credit union/institution
Name(s) on account	□ Checking □ Savings Type of account	Name of bank/credit union/institution
Name(s) on account	□ Checking □ Savings Type of account	Name of bank/credit union/institution

5b. FINANCIAL INFORMATION – DEBTS & LIABILITIES

Please list the minimum payment or monthly payment on ALL credit cards, auto loans, installment loans, revolving accounts, student loan debt, or other debts or leases for the applicant and co-applicant.

Type of debt (credit card, loan, etc.)	\$	\$	months
	Balance	Monthly payment	Months left to pay (if installment)
Type of debt (credit card, loan, etc.)	\$	\$	months
	Balance	Monthly payment	Months left to pay (if installment)
Type of debt (credit card, loan, etc.)	\$	\$	months
	Balance	Monthly payment	Months left to pay (if installment)
Type of debt (credit card, loan, etc.)			months Months left to pay (if installment)
Type of debt (credit card, loan, etc.)	\$	\$	months
	Balance	Monthly payment	Months left to pay (if installment)
Type of debt (credit card, loan, etc.)	\$ Balance		months Months left to pay (if installment)
Type of debt (credit card, loan, etc.)			months Months left to pay (if installment)
Type of debt (credit card, loan, etc.)	\$	\$	months
	Balance	Monthly payment	Months left to pay (if installment)

5c. FINANCIAL INFORMATION - HOUSING EXPENSES				
\$ / month Monthly rent payment	\$ / month Rental insurance payment	☐ Yes ☐ No Is rent subsidized?	\$ / month Amount subsidized?	
Name of water provider	Account nu	mber	\$ Monthly average bill	

\$_____

Monthly average bill

\$ Monthly average bill

TOTAL HOUSING EXPENSES

Account number

Account number

Rent + Rental Insurance + Water + Gas + Electricity = \$_____ / month

Name of gas provider

Name of electric provider

6a. MILITARY SERVICE

Applicant:

Did you serve, or are you currently serving, in the United States Armed Forces? (Army, Marine Corps, Navy, Air Force, Space Force, Coast Guard, Reserve or National Guard) □ Yes □ No

Did you serve, or are you currently serving, in the United States Armed Forces? (Army, Marine Corps, Navy, Air Force, Space Force, Coast Guard, Reserve or National Guard) □ Yes □ No

Co-Applicant:

Are you, or someone in your household, a surviving spouse or dependent child of a deceased person that served in the U.S. Armed Forces?
Yes No

7a. DECLARATIONS				
Ple	ase answer the following questions. If yes on "1-9" please explain on separate piece of paper.	Applicant	Co- Applicant	
1.	Are you a co-signer or guarantor on any debt or loan that is not disclosed on this application?	□ YES □ NO	□ YES □ NO	
2.	Are there any outstanding judgements against you? (All judgements must be paid in full and satisfied with the court prior to application, a background check will be completed)	□ YES □ NO	□ YES □ NO	
3.	Are you currently delinquent or in default on a Federal debt (or any other loan, mortgage financial obligation, or loan guarantee?)	□ YES □ NO	□ YES □ NO	
4.	Are you party to a lawsuit in which you potentially have any personal financial liability?	□ YES □ NO	□ YES □ NO	
5.	Have you conveyed title to any property in lieu of foreclosure in the past 7 years?	□ YES □ NO	□ YES □ NO	
6.	Within the past 7 years, have you completed a pre-foreclosure sale or short sale, whereby the property was sold to a third party and the Lender agreed to accept less than the outstanding mortgage balance due?	□ YES □ NO	□ YES □ NO	
7.	Have you had a property foreclosed upon in the last 7 years? Satisfaction date must be at least 12 months prior to application. Satisfaction date:	□ YES □ NO	□ YES □ NO	
8.	Have you declared bankruptcy in the last seven years? If yes, identify the type(s) of bankruptcy: □Chapter 7 □Chapter 11 □Chapter 12 □Chapter 13 Satisfaction date must be at least 12 months prior to application date. Satisfaction date:	□ YES □ NO	□ YES □ NO	
9.	Do you have any debt because of collections? (all collections must be paid in full prior to the application, a credit report will be pulled)	□ YES □ NO	□ YES □ NO	
10	. Have you lived or worked in Outagamie, Calumet, Waupaca or northern Winnebago County for at least 6 months?	□ YES □ NO	□ YES □ NO	
11	. Are you a U.S. citizen or permanent resident?	□ YES □ NO	□ YES □ NO	
12	. Are you able to repay a loan? (Are you able to pay 25% of your gross monthly income to housing while keeping a manageable amount of personal debt?)	□ YES □ NO	□ YES □ NO	

Sa: WILLINGNESS TO FA	RINER – SWEAT EQUITY		
To be considered for the Habitat Homebuyer program, you and your household members must be willing to			
complete "sweat equity" hours. A single adult household r	nust complete 200 hours, and a two adult household must		
complete 400 hours. This will include hours spent building	•		
maintenance, attending homeownership classes, and other			
Most sweat equity hours – INCLUDING	BUILD DAYS – occur during the week		
This means you will have to find ways to mar	hage your schedule to complete these hours.		
Applicant:	Co-Applicant:		
Are you willing to meet the "Sweat Equity" requirement?	Are you willing to meet the "Sweat Equity" requirement?		
🗆 YES 🛛 NO	🗆 YES 🗖 NO		
8b. DOWN	PAYMENT		
During this program you will be responsible for a down pay	ment (minimum of \$1.800) made prior to closing on your		
new home. The Family Services Coordinator will provide more information if you are accepted into the program.			
You have several payment options for a down payment:			
 Paying a smaller amount each month and paying one larger payment before closing 			
 Paying the same amount each month for 12 months that will total your down payment 			
 Paying the full amount all at once 			
Applicant:	Co-Applicant:		
Are you willing to meet the down payment requirement?	Are you willing to meet the down payment requirement?		

9a. RIGHT TO RECEIVE COPY OF APPRAISAL

This is to notify you that if you qualify for the homebuyer 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.

Applicants name: ______ Co-Applicant's name: _____

10. UNMARRIED ADDENDUM For borrowers selecting the "unmarried" status			
If you selected "unmarried" in Section 1:			
Are you legally married? Applicant:			
Is there a person who is not your legal spouse but who currently has real property rights similar to those of a legal spouse? Applicant: □ No □ Yes Co-Applicant: □ 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.			
Applicant: Civil union Domestic partnership Registered reciprocal beneficiary relationship Other (explain):			
Co-Applicant: Civil union Domestic partnership Registered reciprocal beneficiary relationship Other (explain):			
Applicant:	Co-Applicant:		
Signature:	Signature:		
Print name:	Print name:		
Date:	Date:		

11. 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 in the Midwest region (Chicago), or Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.

By phone: 877-FTC-HELP (382-4357) By mail: Consumer Response Center Federal Trade Commission 600 Pennsylvania Ave., NW Washington DC 20580 Online: https://reportfraud.ftc.gov/#/

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 Homebuyer program.

Applicant:	Co-Applicant:
Signature:	Signature:
Print name:	Print name:
Date:	Date:

GENERAL RELEASE

I/We certify that all the information on this application and accompanying documentation is true and correct to the best of our knowledge. I/we understand that false or misleading information may be grounds for rejection of the application. Furthermore, it is understood that the completion of this application does not guarantee that I/we will receive housing through the Greater Fox Cities Area Habitat for Humanity. I give permission to the Greater Fox Cities Area Habitat for Humanity to check any and all information, including but not limited to previous housing history, employment, and credit/payment history included herein. I give permission to Greater Fox Cities Area Habitat for Humanity to check my credit rating, criminal record, and sexual offender registry. I understand that by completing this application, I am submitting to all such inquiries.

To my creditor:

I/We authorize you to provide Habitat for Humanity any and all information and documentation they request. Such documentation may include, but is not limited to, the following types of information:

1 1 1 1	 Payment histor Amounts owed Cash values on Security agreen Loan amounts, Copies of tax re Criminal backgr National Sexual Social security a 	nd reports vings accounts, che y and delinquencie on accounts life insurance polic nents and pledges terms, payment sc turns or W2 forms ound check (PACE Offender Registry awards, residency y	ies and other investment for purpose of security hedules, etc. R, CCAP, etc)	ort if applicable	-
Applicant's name	Last	4 digits Soc Sec #	Applicant's name	Last	4 digits Soc Sec #
Applicant's signature		Date	Applicant's signature		Date

We are pledged to the letter and spirit of the U.S. policy for the achievement of equal housing opportunity through 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, family status or national origin.



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INFORMATION FOR GOVERNMENT REPORTING PURPOSES

Please read this statement before completing the box below: The following information is requested by the federal government for loans related to the purchase of homes, in order to monitor the lender's compliance with equal credit opportunity and fair housing laws. You are not required to furnish this information but are encouraged to do so. The law provides that a lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it or not. However, if you choose not to furnish it, under federal regulations this lender is required to note race and sex on the basis of visual observation or surname. If you do not wish to furnish the information below, please check the box below. Applicant: Co-Applicant:				
I do not wish to furnish this information	I do not wish to furnish this information			
Race/National Origin:	Race/National Origin:			
American Indian or Alaskan Native	American Indian or Alaskan Native			
Native Hawaiian or other Pacific Islander	Native Hawaiian or other Pacific Islander			
Black/African American	Black/African American			
Caucasian	Caucasian			
 Asian American Indian or Alaskan Native AND Caucasian 	 Asian American Indian or Alaskan Native AND Caucasian 			
 American indian of Alaskan Native AND Caucasian Asian AND Caucasian 	 American Indian of Alaskan Native AND Caucasian Asian AND Caucasian 			
 Black/African American AND Caucasian 	 Black/African American AND Caucasian 			
 American Indian or Alaskan Native AND Black/African 	 American Indian or Alaskan Native AND Black/African 			
, American	American			
Other (specify)	Other (specify)			
Ethnicity:	Ethnicity:			
Hispanic	Hispanic			
Non-Hispanic	Non-Hispanic			
Sex:	Sex:			
□ Female	□ Female			
□ Male	□ Male			
Birth date://	Birth date://			
Marital Status:	Marital Status:			
□ Married	□ Married			
Separated	Separated			
Unmarried (includes single, divorced, widowed)	Unmarried (includes single, divorced, widowed)			



Monthly Budget

How to Make Sure You Can Afford Escrow Savings

Income (per month)	
Net Income Source 1:	
Net Income Source 2:	
Child Support:	
Food Stamps:	
Other:	
Other:	

Expenses (per month)	
Rent/Housing:	
Utilities: (Heat, Electric, Water)	
Food: (including money spent with food stamps)	
Gas:	
Car Payment:	
All others:	
Saving for Escrow: (or proof of \$2,220 in bank account)	\$185

Remaining money (not for essentials) can be saved or used to show that you can pay new mortgage.