

HOMEBUYER APPLICATION CHECKLIST

- ☐ 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 \$60 (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)
 - ☐ 1 month (30 days) of paystubs
 - ☐ If child support is received, provide 12 months proof of receipt & copy of court ordered agreement
If child support is paid or received, provide a copy of court approved child support agreement
 - ☐ Most recent award letter for SSI/SSDI
 - ☐ Proof of any other income: Retirement, alimony, or other sources
- ☐ Proof of Citizenship/Residency for ALL household applicants (A copy of your birth certificate, U.S. citizenship certificate, U.S. passport, or permanent residence card)
- ☐ Copy of unexpired government issued photo ID (driver's license, passport)
- ☐ 2 years of most recent W2 forms for all employment
- ☐ Most recent year's filed tax return / 2 years if self-employed
- ☐ A copy of your current lease
- ☐ 2 months (60 days) of bank statements for all accounts
- ☐ A copy of your most recent utility bills (gas/electric/water)
 - ☐ gas ☐ electric ☐ water

HIGHLY ENCOURAGED: Schedule an application review meeting prior to turning in documents.
If you'd like to schedule an application review, click [here](#) or scan the QR code.



You can also call our office at (920) 967-8898 Monday-Thursday 8:30am - 5pm and Friday 8:30am – 3:00 pm.

We are here to help and are happy to answer questions or review your application with you.
Please know that applications that are missing information at the time of the deadline will be considered incomplete and will be declined.

Please return applications to:
Habitat for Humanity 921 Midway
Road Menasha, WI 54952



Must apply for a specific property (Can select more than one):

- ☐ LOT at 322 Avon St, New London, WI (Between 332 & 318 Avon St)
- ☐ LOT at 505 Timber Dr, Waupaca, WI (Near corner of Woodland Cir & Timber Dr)
- ☐ LOT 2 at Breed St, Chilton, WI
- ☐ LOT at 916 Boyd Ave, Kaukauna
- ☐ REHAB at 620 Manitowoc St., Menasha (3 bed, 1 - 2 bath)
- ☐ REHAB at 211 MacArthur Avenue, Brillion (3 bed, 1 bath)

*Continued to next page for application



SPECIAL 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 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.

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.

How did you hear about Habitat? ☐ Friend ☐ Family ☐ Coworker ☐ Social Media ☐ Online Search ☐ TV
(select all that apply): ☐ Radio ☐ Other (please specify): _____

Type of Credit:	<input type="checkbox"/> I am applying for individual credit.
	<input type="checkbox"/> 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:

Full legal name (first, middle, last)

Alternate and former name(s) (including maiden names) Phone #: _____

Email: _____

How would you like us to contact you?

☐ Call ☐ Text ☐ Email

Social Security number

Date of birth

☐ Married ☐ Separated ☐ Unmarried

*Unmarried includes single, divorced, widowed, civil union, domestic partnership, registered reciprocal beneficiary relationship (if unmarried, fill out section 12)

Citizenship

☐ U.S. Citizen

☐ Permanent Resident Alien

☐ Other: _____

Co-Applicant:

Full legal name (first, middle, last)

Alternate and former name(s) (including maiden names) Phone #: _____

Email: _____

How would you like us to contact you?

☐ Call ☐ Text ☐ Email

Social Security number

Date of birth

☐ Married ☐ Separated ☐ Unmarried

*Unmarried includes single, divorced, widowed, civil union, domestic partnership, registered reciprocal beneficiary relationship (if unmarried, fill out section 12)

Citizenship

☐ U.S. Citizen

☐ Permanent Resident Alien

☐ Other: _____

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

2a. CURRENT ADDRESS HISTORY

List your current address, followed by previous address if you have lived at your current address less than five years.

Applicant:

Current street address

City, State, Zip County

Dates of occupancy: (_____ to present)

Amount of Rent: \$_____/month

Rental Insurance: \$_____/month

Is rent subsidized? ☐ Yes ☐ No

Amount subsidized: \$_____

Current landlord's name

Landlord's address

City, State, Zip Code

Landlord's phone #: _____

Landlord's email or fax #: _____

Name of Water Provider: _____

Name of Gas Provider: _____

Name of Electric Provider: _____

Co-Applicant:

Current street address

City, State, Zip County

Dates of occupancy: (_____ to present)

Amount of Rent: \$_____/month

Rental Insurance: \$_____/month

Is rent subsidized? ☐ Yes ☐ No

Amount subsidized: \$_____

Current landlord's name

Landlord's address

City, State, Zip Code

Landlord's phone #: _____

Landlord's email or fax #: _____

Name of Water Provider: _____

Name of Gas Provider: _____

Name of Electric Provider: _____

*Please see next page for continued address information

2b. PREVIOUS ADDRESS HISTORY

To the best of your ability, please provide any additional addresses lived at for the past five years.

Applicant:

Previous address (if at current address less than 5 years)

Previous street address

City, State, Zip County

Dates of occupancy: (_____ to _____)

Previous landlord's name

Previous landlord's address

City, State, Zip Code

Landlord's phone #: _____

Landlord's email or fax #: _____

Co-Applicant:

Previous address (if at current address less than 5 years)

Previous street address

City, State, Zip County

Dates of occupancy: (_____ to _____)

Previous landlord's name

Previous landlord's address

City, State, Zip Code

Landlord's phone #: _____

Landlord's email or fax #: _____

Previous street address

City, State, Zip County

Dates of occupancy: (_____ to _____)
(month/year) (month/year)

Previous street address

City, State, Zip County

Dates of occupancy: (_____ to _____)
(month/year) (month/year)

Previous street address

City, State, Zip County

Dates of occupancy: (_____ to _____)
(month/year) (month/year)

Previous street address

City, State, Zip County

Dates of occupancy: (_____ to _____)
(month/year) (month/year)

3a. EMPLOYMENT INFORMATION – CURRENT EMPLOYER

Provide employment history to cover a full 2-year history.

Applicant:

☐ Does not apply

Check if this statement applies:

☐ I am employed by a family member

Name of employer

Job Title

Address of employer

City, State, Zip

Business phone #

_____ to _____

Dates of Employment (mm/dd/year)

Type of Employment:

☐ Full Time ☐ Temporary ☐ Seasonal

☐ Part Time ☐ Other _____

If work is seasonal or you are off work regularly each year, is unemployment received? ☐ Yes ☐ No

Number of weeks received each year: _____

How many years have you received this: _____

Co-Applicant:

☐ Does not apply

Check if this statement applies:

☐ I am employed by a family member

Name of employer

Job Title

Address of employer

City, State, Zip

Business phone #

_____ to _____

Dates of Employment (mm/dd/year)

Type of Employment:

☐ Full Time ☐ Temporary ☐ Seasonal

☐ Part Time ☐ Other _____

If work is seasonal or you are off work regularly each year, is unemployment received? ☐ Yes ☐ No

Number of weeks received each year: _____

How many years have you received this: _____

*Please see next page for continued employment information

3b. EMPLOYMENT INFORMATION – PREVIOUS EMPLOYER
(Provide additional employment history to cover a 2-year history.)

Applicant:

☐ Does not apply

Name of employer

Job Title

Address of employer

City, State, Zip

Business phone #

_____ to _____
Dates of Employment (mm/dd/year)

Co-Applicant:

☐ Does not apply

Name of employer

Job Title

Address of employer

City, State, Zip

Business phone #

_____ to _____
Dates of Employment (mm/dd/year)

Name of employer

Job Title

Address of employer

City, State, Zip

Business phone #

_____ to _____
Dates of Employment (mm/dd/year)

Name of employer

Job Title

Address of employer

City, State, Zip

Business phone #

_____ to _____
Dates of Employment (mm/dd/year)

3c. SELF EMPLOYMENT INCOME

PLEASE NOTE: Self-employed applicants will be required to provide additional documents such as the last 3 years of tax returns and financial statements.

Applicant:

☐ Does not apply

Check if you are a business owner or self employed

☐ I have an ownership share of less than 25%

☐ I have an ownership share of more than 25%

Monthly income (or loss): _____

_____ to _____

Dates of self-employment: (month/year)

Co-Applicant:

☐ Does not apply

Check if you are a business owner or self employed

☐ I have an ownership share of less than 25%

☐ I have an ownership share of more than 25%

Monthly income (or loss): _____

_____ to _____

Dates of self-employment: (month/year)

3d. OTHER INCOME

Please list all other income sources, including SSI/SSDI, child support, separate maintenance, 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?

4. FINANCIAL INFORMATION – BANK ACCOUNTS

List ALL bank accounts for applicant and co-applicant including checking and savings.

_____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	_____
Name(s) on account	Type of account	Name of bank/credit union/institution
_____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	_____
Name(s) on account	Type of account	Name of bank/credit union/institution
_____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	_____
Name(s) on account	Type of account	Name of bank/credit union/institution
_____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	_____
Name(s) on account	Type of account	Name of bank/credit union/institution
_____	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	_____
Name(s) on account	Type of account	Name of bank/credit union/institution

5. Real Estate Owned

Applicant:

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

Co-Applicant:

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

6. PRESENT HOUSING CONDITIONS

Applicant Housing Conditions (If co-applicant does not live with applicant, please include information on a separate sheet of paper.)

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 __)

List any other rooms: _____

Please describe the condition of the place where you live. Why do you need a habitat home?

7. 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

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

Co-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

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

8. DECLARATIONS

Please answer the following questions. If yes on "1-8" 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are there any outstanding collections or judgements against you? (All collections and judgements must be paid in full and satisfied with the court prior to application, a background check will be completed, and a credit report will be pulled)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are you currently delinquent or in default on a federal debt (or any other loan, mortgage financial obligation, or loan guarantee?)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are you party to a lawsuit in which you potentially have any personal financial liability?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you conveyed title to any property in lieu of foreclosure in the past 7 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Have you had a property foreclosed upon in the last 7 years? Transfer of ownership must be at least 36 months prior to application. Date of Transfer: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Have you declared bankruptcy in the last seven years? If yes, identify the type(s) of bankruptcy: <input type="checkbox"/> Chapter 7 <input type="checkbox"/> Chapter 11 <input type="checkbox"/> Chapter 12 <input type="checkbox"/> Chapter 13 Discharge date must be at least 24 months prior to application date. Discharge date: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Are you able to pay 25% of your gross monthly income to housing while keeping a manageable amount of personal debt?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Have you or will you be applying for a mortgage loan on another property (not the property securing this loan) on or before closing this transaction that is not disclosed on this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Have you or will be applying for any new credit (example: auto loan, credit card) on or before closing this loan that has not been disclosed on this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

9. WILLINGNESS TO PARTNER – 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 must complete 200 hours, and a two adult household must complete 400 hours. This will include hours spent building your home, building the homes of others, doing lot maintenance, attending homeownership classes, and other approved activities.

****Most sweat equity hours – INCLUDING BUILD DAYS – occur during the week****
This means you will have to find ways to manage your schedule to complete these hours.

Applicant:

Are you willing to meet the “Sweat Equity” requirement?

☐ Yes ☐ No

Co-Applicant:

Are you willing to meet the “Sweat Equity” requirement?

☐ Yes ☐ No

10. DOWN PAYMENT

During this program you will be responsible for a down payment (minimum of \$2,220) 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:

Are you willing to meet the down payment requirement?

☐ Yes ☐ No

Co-Applicant:

Are you willing to meet the down payment requirement?

☐ Yes ☐ No

11. 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. You will be provided a copy of any appraisal report or valuation concerning this property promptly upon completion of the appraisal, and in any event, no less than three (3) business days prior to the closing of the loan.

You may be required to reimburse the cost of an appraisal.

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

12. UNMARRIED ADDENDUM

For borrowers selecting the "unmarried" status

If you selected "unmarried" in Section 1:

Are you legally married?

Applicant: ☐ Yes ☐ No

Co-Applicant: ☐ Yes ☐ No

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: ☐ Yes ☐ No

Co-Applicant: ☐ Yes ☐ No

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): _____

State: _____

Co-Applicant:

☐ Civil union ☐ Domestic partnership ☐ Registered reciprocal beneficiary relationship

☐ Other (explain): _____

State: _____

Applicant:

Signature: _____

Print name: _____

Date: _____

Co-Applicant:

Signature: _____

Print name: _____

Date: _____

13. 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:

Signature: _____

Date: _____

Co-Applicant:

Signature: _____

Date: _____

14. 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. Employment history
2. Credit history and reports
3. Balances on savings accounts, checking accounts, etc.
4. Payment history and delinquencies
5. Amounts owed on accounts
6. Cash values on life insurance policies and other investment or retirement savings
7. Security agreements and pledges for purpose of security
8. Loan amounts, terms, payment schedules, etc.
9. Copies of tax returns or W2 forms
10. Criminal background check (PACER, CCAP, etc....)
11. National Sexual Offender Registry check (NSOPW)
12. Social security awards, residency verification and child support if applicable
13. Any other documents pertaining to my financial, credit and liability circumstances

Applicant's name

Last 4 digits SSN

Applicant's signature

Date

Applicant's name

Last 4 digits SSN

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.



15. INFORMATION FOR GOVERNMENT REPORTING PURPOSES

Voluntary Information for Reporting and Outreach Purposes

We value diversity and inclusion and are committed to fair and equal access to housing. We collect voluntary information to help us meet federal compliance requirements and to better understand and serve our community.

Do you speak English? If not, please list your primary language: _____

Will you need a translator? ☐ Yes ☐ No

Does anyone in your household have a documented disability? ☐ Yes ☐ No

Are you (or anyone in your household) serving, or have you previously served, in the United States Armed Forces?
(Army, Marine Corps, Navy, Air Force, Space Force, Coast Guard, Reserve or National Guard) ☐ Yes ☐ No

Applicant:

Race and/or Ethnicity (Select all that apply):

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic, Latino, or Spanish Origin
- ☐ Middle Eastern or North African
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ _____
- ☐ Prefer not to answer

Sex:

- ☐ Female
- ☐ Male
- ☐ _____
- ☐ Prefer not to answer

Where were you born/Immigration background
(Select one):

- ☐ I was born in the United States
- ☐ I moved to the U.S. from another country
- ☐ _____
- ☐ Prefer not to answer

Optional: Please share your country of origin or cultural
background (e.g., Somali, Hmong, Mexican, German, etc.):

Co-Applicant:

Race and/or Ethnicity (Select all that apply):

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic, Latino, or Spanish Origin
- ☐ Middle Eastern or North African
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ _____
- ☐ Prefer not to answer

Sex:

- ☐ Female
- ☐ Male
- ☐ _____
- ☐ Prefer not to answer

Where were you born/Immigration background
(Select one):

- ☐ I was born in the United States
- ☐ I moved to the U.S. from another country
- ☐ _____
- ☐ Prefer not to answer

Optional: Please share your country of origin or cultural
background (e.g., Somali, Hmong, Mexican, German, etc.):

