



Please fill this page out when you come by to pick up the application, and leave it behind so we can follow up with you.

Homeownership Application Contact Sheet

Today's date: _____

Applicant's name

Co-applicants name

Mailing Address

Physical Address

Cell Phone Applicant

Cell Phone Co-Applicant

Home Phone

Primary E-mail address

1. What is your preferred method of communication? (circle all that apply)

Cell Phone (applicant or Co-applicant)

Home Phone

Email

Text

2. When is the best time to call? _____

3. When is a good time during the week to meet in the office? _____





AFFORDABLE HOMEOWNERSHIP APPLICATION PACKAGE

Please email, mail, or bring in your completed application packet to our office

Monday - Friday 11 am - 3 pm

HomeServices@HabitatArchuleta.org

Our office location is:

Habitat for Humanity of Archuleta County

703 San Juan Street Suite 201

Pagosa Springs, CO 81147

(near Natural Grocers downtown)

Any questions, please call us at (970) 264-6960

APPLICATIONS FOR 2024 HABITAT HOMES
ARE BEING ACCEPTED THROUGH JUNE 30, 2023

703 San Juan St. Ste 201, PO Box 2827, Pagosa Springs, Colorado 81147-2827
(970) 263-6960 www.habitatarchuleta.org



AFFORDABLE HOMEOWNERSHIP PROGRAM

BUILD YOUR OWN HOME ALONGSIDE VOLUNTEERS AND PAY AN AFFORDABLE MORTGAGE.



We're building 3 homes in 2024!

APPLICATIONS FOR 2024 WILL BE ACCEPTED JANUARY THROUGH JUNE, 2023

Have questions? Want to learn more?

Call: 970-264-6960
 Stop By: 703 San Juan St #201 (Above TBK Bank)
 Mon - Fri 11am - 3pm
 Visit: www.HabitatArchuleta.org
 Email: HomeServices@HabitatArchuleta.org

Our goal is to help workforce families realize the full financial and social benefits of owning their own home.

You may qualify if you:

- Have a need for affordable housing
- Have dependable income within our guidelines
- Have good credit
- Contribute a small downpayment
- Commit to "sweat equity"
- Attend homebuyer education classes
- Have lived in Archuleta County for 1 year

Number of People in Household	Maximum Household Income (80% of AMI)
1 to 4	\$65,750
5 to 8	\$86,800
9	\$92,060
10	\$97,320





November 2022

Dear Potential Homeowner,

Thank you for your interest in our homeownership program. Since 1994, twenty-eight families in Archuleta County have partnered with Habitat to build their own home alongside volunteers and pay an affordable mortgage.

Please review the informational brochure in this packet. If you feel you're ready to partner with Habitat, complete the enclosed application, and provide the necessary documentation for us to review your application.

Our process for selecting families for our 2023 build includes:

1. Applying for the Homeownership Program

We accept applications at any time. However, to be considered for our 2024 build, please return your completed application with all supporting documentation to our office by Friday, June 30, 2023. You may email, mail, or drop the application off during our office hours: 11:00 am - 3:00 pm, Monday – Friday.

2. Initial Application Review

We will begin reviewing applications as we receive them. Families who meet the Habitat for Humanity criteria will continue to the next phase of the selection process. If you do not qualify to move forward in the selection process, we will contact you with more information on how to improve your opportunity to be a future Habitat homeowner. We typically like to meet in person either way.

3. Pre-Qualification

The Homeowner Services Coordinator, Leah Ballard, will gather additional information from the families who have met the initial criteria, which may include further credit checks, employment and income verification, and references. After collecting this information, staff will determine which families will continue to the next phase of the selection process. Notification will be sent to the families who will not continue to the next phase.

4. Family Interviews and Application for a Home Mortgage

A member of our Family Services Committee will contact each eligible family to schedule a visit at their home. The purpose of this visit is for Habitat to get to know the families on a more personal level, learn more about their current living situation, and answer any questions that the families have about Habitat.

5. Family Selection and Loan Approval

After all home visits are completed and loan eligibilities confirmed, the Homeowner Services Committee will meet to determine which families to recommend to the Board of Directors. The Board will select our 2024 families by October 2023, and we will notify the final candidates as to whether or not they have been selected.

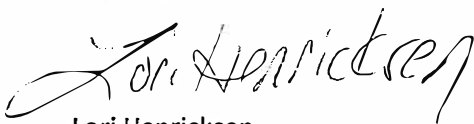
Once our 2024 families are selected, we prepare a construction and mortgage schedule so we can begin construction in May of 2024, with the goal of having our families in their homes in October, 2024.

Habitat Archuleta's Homeowner Services Coordinator will assist each eligible family with completion of the USDA Rural Development 502 Direct Home Loan application. This process will require updating some of the information submitted with your application, as well as additional documentation.

We are happy to answer any questions you may have.

Thank you for your interest in a Habitat for Humanity of Archuleta County home.

Sincerely,



Lori Henricksen

Executive Director

970-264-6960

Director@habitatarchuleta.org



Homeownership Application Checklist

Habitat Partner Family Requirements

- Need for affordable housing
- Income level between 40-80% of Area Median Income for Archuleta County
- Credit score of 640 or higher
- Ability to contribute a \$1,500 down payment
- Commitment to contribute 250 sweat equity hours to the construction of your home, or other activities to support Habitat Archuleta
- Homebuyer education completion
- 1 year history of residence in Archuleta County
- US Citizenship or qualified alien status
- Obtain a Certificate of Eligibility for a USDA Rural Development mortgage loan

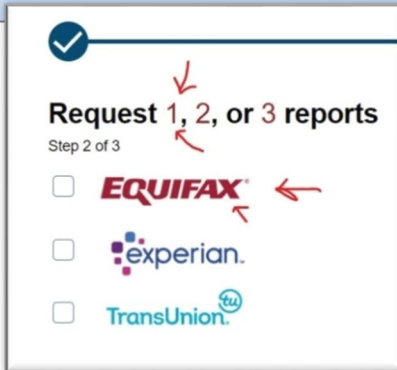
Supporting Documents Required

- Complete application
- Consumer Credit report from www.AnnualCreditReport.com
- 2 credit scores from 2 of the 3 bureaus: Experian, Equifax, Trans Union
- Bank statements: Most recent 2 months, all accounts
- Pay stubs: Most recent 4 weeks, for all jobs
- Unearned income: Most recent benefit statements for any unearned income such as SNAP, TANF, SSI, disability, child support, alimony, etc., which is expected to continue for 2 more years (Child support received may be used as repayment income if payments are considered dependable, with proof of 12 months history.)
- W2s or 1099s: Most recent two years
- Federal Tax Returns: Most recent two years, all pages
- Driver's license or other photo ID
- Social security card (only needed if tax returns do not include page 8879 "e-file signature page" which contains the Tax ID Number)

Further documentation may be required as Habitat homes in Archuleta County are financed by USDA Rural Development mortgage loans. To qualify to partner with Habitat Archuleta, applicants must qualify for this type of mortgage loan.

Get your Credit Score from 2 different bureaus:

- Equifax
- Experian
- Trans Union



Request 1, 2, or 3 reports
Step 2 of 3

EQUIFAX

experian.

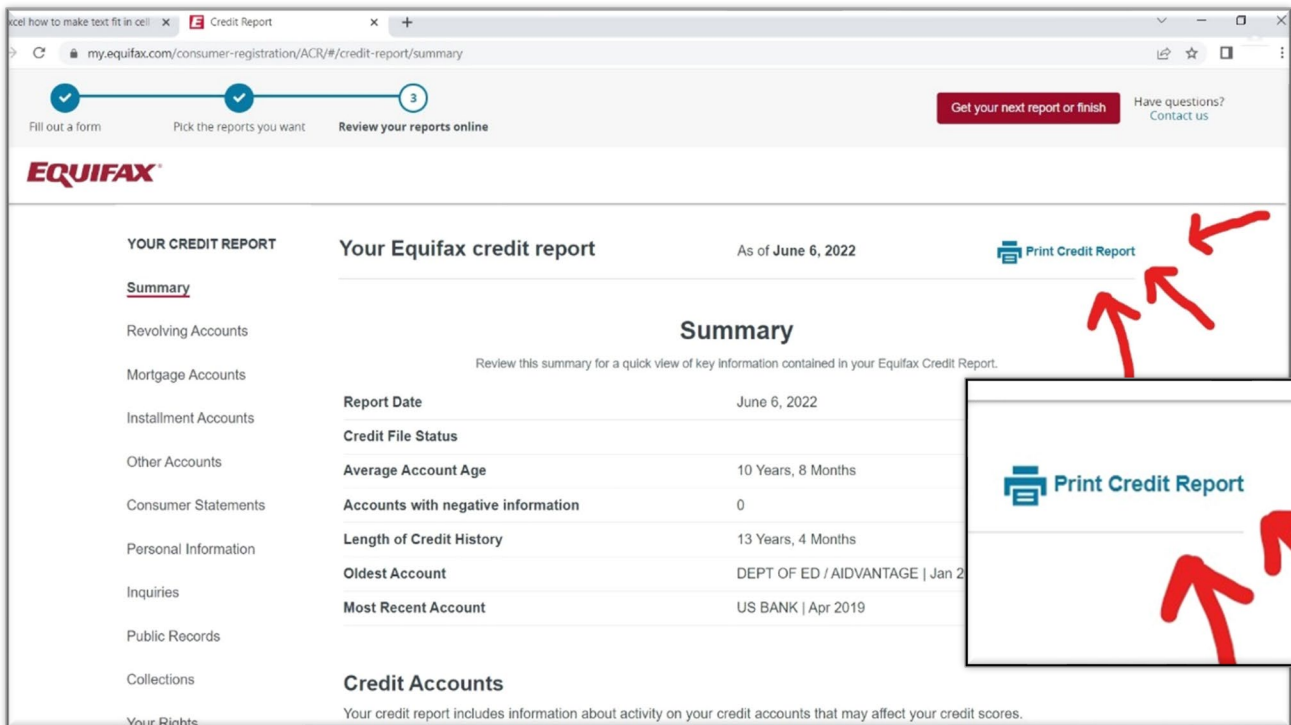
TransUnion.

Credit **scores** can come from a number of different resources. Credit Karma tends to inflate a score by about 30 points. Your bank, credit card, or car loan company may also be able to provide you with a credit score.

NEVER PAY FOR A CONSUMER REPORT, OR A SCORE, OR TO IMPROVE YOUR SCORE.

Get your Credit Report from the one and only source:
www.AnnualCreditReport.com

“Print to PDF” all pages of your Equifax credit report, using the “Print Credit Report” button. The document should be about 70 pages long.



YOUR CREDIT REPORT

Your Equifax credit report As of June 6, 2022

Print Credit Report

Summary

Review this summary for a quick view of key information contained in your Equifax Credit Report.

Report Date	June 6, 2022
Credit File Status	
Average Account Age	10 Years, 8 Months
Accounts with negative information	0
Length of Credit History	13 Years, 4 Months
Oldest Account	DEPT OF ED / AIDVANTAGE Jan 2
Most Recent Account	US BANK Apr 2019

Credit Accounts

Your credit report includes information about activity on your credit accounts that may affect your credit scores.

Let us know if you need any help on “printing to PDF” rather than printing a hard copy.



Habitat for Humanity® of Archuleta County

703 San Juan St., Ste. 201
PO Box 2827
Pagosa Springs,
CO 81147 (970)
264-6960

office@habitatarchuleta.org www.habitatarchuleta.org

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 in obtaining housing because of race, color, religion, sex, handicap, familial status or national origin.



Application for Homeownership

Dear applicant, please complete this application to determine if you qualify for a USDA Rural Development 502 Direct mortgage loan. Fill out the application as completely and accurately as possible. All information you include on this application will be kept confidential in accordance with the Gramm-Leach-Bliley Act.

APPLICANT:

CO-APPLICANT:

Name:	Name:
Date of Birth:	Date of Birth:
Social Security Number:	Social Security Number:
Phone Number:	Phone Number:
<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (Includes single, divorced, widowed)	<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (Includes single, divorced, widowed)
Dependents & other adults who live with you:	Dependents & other adults who live with you:
Name DOB Age Gender	Name DOB Age Gender

2) CURRENT HOUSING

Current address (street, city, state, zip code):	If at current home less than two years, provide previous address:
<input type="checkbox"/> Own <input type="checkbox"/> Rent \$ _____ Monthly _____ years here	<input type="checkbox"/> Own <input type="checkbox"/> Rent \$ _____ Monthly _____ years here

3) WILLINGNESS TO PARTNER

To be considered for Habitat ownership, you and your family must be willing to complete a certain number of "sweat equity" hours. Your help in building your home and the homes of others is called "sweat equity" and may include clearing the lot, painting, helping with construction, working in the Habitat office, attending homeownership classes or other approved activities. For example, we need assistance in social media content, and children can even contribute "hours" for good grades.

Sign here if you and your family are willing to complete sweat equity hours:

X _____

4) PRESENT HOUSING CONDITION

Please describe the condition of the home you currently live in. Why do you need a Habitat home? If you have applied to this program before, what changes have you made since your last application?

Number of bedrooms _____

Other rooms in the place you are living (check all that apply): Kitchen Bathroom Living Room Dining

Other rooms or details to describe:

Name, address, and phone number of current landlord:

Name, address, and phone number of previous landlord, if less than 2 years in current housing:

**5) OTHER PROPERTY INFORMATION
(IF APPLICABLE)**

If you own a parcel of land you wish to be considered for building your Habitat home on, please attach ownership documentation with your completed application.

Monthly payment on vacant lot: \$ _____ Total unpaid balance: \$ _____

Property address and other details:

6) EMPLOYMENT INFORMATION

APPLICANT:

CO-APPLICANT:

Name & Address of Current Employer:	Years/months at this job:	Name & Address of Current Employer:	Years/months at this job:
Position held:	Years/months in this field:	Position held:	Years/months in this field:
Type of business:	Business phone number:	Type of business:	Business phone number:

If employed in current position for less than 2 years, or employed in more than one position, complete the following for any former or additional job:

Name & Address of Employer:	Years/months at this job:	Name & Address of Employer:	Years/months at this job:
Position held:	Start and end dates:	Position held:	Start and end dates:
Type of business:	Business phone number: Former monthly wage:	Type of business:	Business phone number: Former monthly wage:

Please attach 4 weeks' recent pay stubs for all applicants, as well as 2 years W2s and federal tax returns.

Two years of employment history is required, including all employer information and dates listed in the grid above. If additional space is needed, please provide further details below.

7) GROSS MONTHLY INCOME (BEFORE TAXES)

Income source	Applicant	Co-Applicant	Others in the household	TOTAL
Wages				
Wages (2 nd job)				
SNAP				
TANF cash assistance				
Social Security				
Disability				
Pension				
SSI				
Alimony				
Child Support				
Section 8 Housing Stipend				
Other: _____				
Other: _____				
TOTAL:			GRAND TOTAL:	

Please include most recent documentation of all unearned income.

8) ASSETS OWNED

All vehicles owned: year, make, model, color, milage (an estimate), & real estate owned (address):

Bank accounts and estimated balances for all household members:

Owner of account (Applicant, Co, Other)	Name of bank	Account number (last 4 digits only)	Account balance

Please include 2 months of recent statements for all accounts for all household members with completed application.

9) SOURCE OF DOWN PAYMENT AND CLOSING COSTS

Habitat Archuleta requires a \$1,500 down payment at closing in the fall of 2024. All other closing costs will be included in the loan amount or covered by Habitat Archuleta. Where will you get the money to make the down payment? If you borrow it, how do you plan to pay it back?

Number of bedrooms needed in your home: _____

10) MONTHLY EXPENSES & DEBT BALANCES

Since a consumer credit report from www.AnnualCreditReport.com is required with this application, monthly billing statements are usually not required. (All applicable monthly payments are reflected in the credit report.)

Account	Applicant	Co-Applicant	TOTAL
Rent			
Car insurance			
Health insurance			
Internet			
Cell phone			
Childcare			
Child support/Alimony			
Utilities: _____			
Utilities: _____			
Utilities: _____			
Subscriptions: _____			
Subscriptions: _____			
MONTHLY TOTAL:			

DEBTS OWED

Please exclude debts from expense grid above (include them here below) and provide a grand total at the bottom.

Owner	Account	Balance	Monthly payment	Months left to pay
	Vehicle purchase			
	Vehicle maintenance			
	Recreational vehicles			
	Furniture			
	Appliance			
	Student loan			
	Student loan			
	Medical (estimated total)			
	Credit card			
	Credit card			
	Other: _____			
MONTHLY TOTAL:				

Grand total monthly obligation (expenses and debt payments total): \$ _____

11) DECLARATIONS

a. Do you have any outstanding judgments because of a court decision against you?	Yes	No	Yes	No
b. Have you been declared bankrupt within the past seven years?	Yes	No	Yes	No
c. Have you had property foreclosed on or deed in lieu of foreclosure in the past seven years?	Yes	No	Yes	No
d. Are you currently involved in a lawsuit?	Yes	No	Yes	No
e. Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment?	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 paying alimony or child support or separate maintenance?	Yes	No	Yes	No
h. Are you a co-signer or endorser on any loan?	Yes	No	Yes	No
i. Are you a U.S. citizen or permanent resident?	Yes	No	Yes	No
If you answered "yes" to any question a through h, or "no" to question i, please explain below and/or on another sheet of paper.	Yes	No	Yes	No

12. AUTHORIZATION 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.

I understand that the evaluation will include personal visits, a credit check and employment verification. 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 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.

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.

13. RIGHT TO RECEIVE COPY OF APPRAISAL

This is to notify you that we may order an appraisal in connection with your loan 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 _____

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 at the FTC Regional Office for the Western region, Los Angeles, CA, Phone: 310-824-4300; or, Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.

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 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 Habitat program.

Applicant(s):

Applicant(s):

X _____

X _____

Print name _____

Print name _____

Date: _____

Date _____

****COPY FOR HABITAT FOR HUMANITY**

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Applicant(s):

Applicant(s):

X _____

X _____

Print name _____

Print name _____

Date: _____

Date _____

**COPY FOR APPLICANT(S)