



AFFORDABLE HOMEOWNERSHIP APPLICATION PACKAGE

Please submit your completed application
for the 2025 build season
by July 1, 2024

Applications are accepted in three formats:

A fillable PDF is available on our website, and can be submitted to
home@habitatarchuleta.org

Any supporting documentation that you don't wish to print—particularly tax returns
and consumer credit reports can also be emailed.

Applications are accepted in person
during operating hours at our office
near Natural Grocers downtown, up above TBK bank.
Monday through Friday 11 AM to 3 PM

Applications can also be submitted in the mail.
Send your completed application with supporting documents to
PO Box 2827 Pagosa Springs, CO 81147.

703 San Juan St. Ste 201, Pagosa Springs, Colorado 81147
(970) 264-6960 www.habitatarchuleta.org



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.

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? _____





Dear Potential Homeowner,

Thank you for your interest in partnering with us to build a new home in Archuleta County in 2025!

Since 1994 Habitat Archuleta has partnered with 33 families to build their own home alongside volunteers, and go on to pay an affordable mortgage. Please review the information in this application package. If you feel you're ready to own a home, complete the application and provide supporting documentation like bank statements, pay stubs, and other applicable items listed on the document list enclosed.

Our process for selecting families for our 2025 builds:

- 1) We accept **applications** January through June 2024 to build the following year. To be considered for our 2025 builds your complete application must be submitted by July 1, 2024.
- 2) Habitat staff will invite you for an **initial meeting** once we've had the chance to review your application. At this meeting you'll learn more about the type of mortgage loan you'd be applying for and our deed restrictions. Habitat staff will give you an idea if you're eligible to partner, or what steps you may need to take to become eligible in the future. If you are eligible to partner we will discuss the next steps at this meeting. Habitat staff present the list of qualified applicants to our Board of Directors in July.
- 3) New this year, qualified applicants are invited to contribute 10 sweat equity **hours on our 2024 build site** to demonstrate willingness to partner.
- 4) Once job site hours are complete we will schedule a **family visit** with our Family Selection Team in August and September. This meeting is meant to be casual. It is an opportunity for applicants to get an idea of what its like to partner with Habitat. Its an opportunity for our Board of Directors, the group deciding who we build with, to meet applicants and discern a sense of need and willingness to partner on this construction project.
- 5) We try to get all home visits done in August and September, and **notify applicants in October** as to whether they've been invited to partner to build the following year.

Once Partner Families are selected in the fall, Habitat staff host a class to review Habitat Archuleta deed restrictions. Our program is designed to be most beneficial when families plan to remain in their home long term.

Beginning in January 2025, Partner Families sign a Letter of Intent to partner to build, and work with Habitat staff to submit a full mortgage loan application to USDA Rural Development. By spring of 2025 the construction process is well underway and partner sweat equity hours begin (250 hours per adult). Partner families sign purchase contracts during construction in the summer months, and that is when the \$1,500 down payment is due.

Building a home is a long process and a big commitment! Partnering with Habitat Archuleta isn't the only route to homeownership. We are happy to work with you as you figure out what your path to homeownership is.

Applicants who aren't invited to partner to build with Habitat Archuleta may work with Habitat staff to submit a mortgage loan application to USDA Rural Development for use in the conventional real estate market. As we move through the application process, we can discuss this option further.

Sincerely,

Leah Ballard

Leah Ballard, Executive Director



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 per adult 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

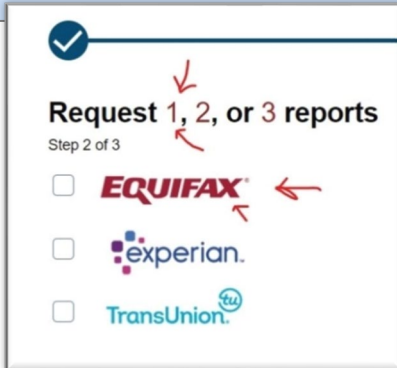
- Complete application
- 1 Consumer Credit report from www.AnnualCreditReport.com
- 2 credit scores from one of the 3 bureaus: Experian, Equifax, Trans Union
- Bank statements: Most recent 2 months, all accounts
- Pay stubs: Most recent 4 weeks, for all jobs
- Unearned income: Most recent benefit statements 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, applicants must qualify for this type of mortgage loan.

Get your Credit Score from two different sources:

To do so, contact your:

- bank
- credit card company
- car loan company



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

EQUIFAX

experian.

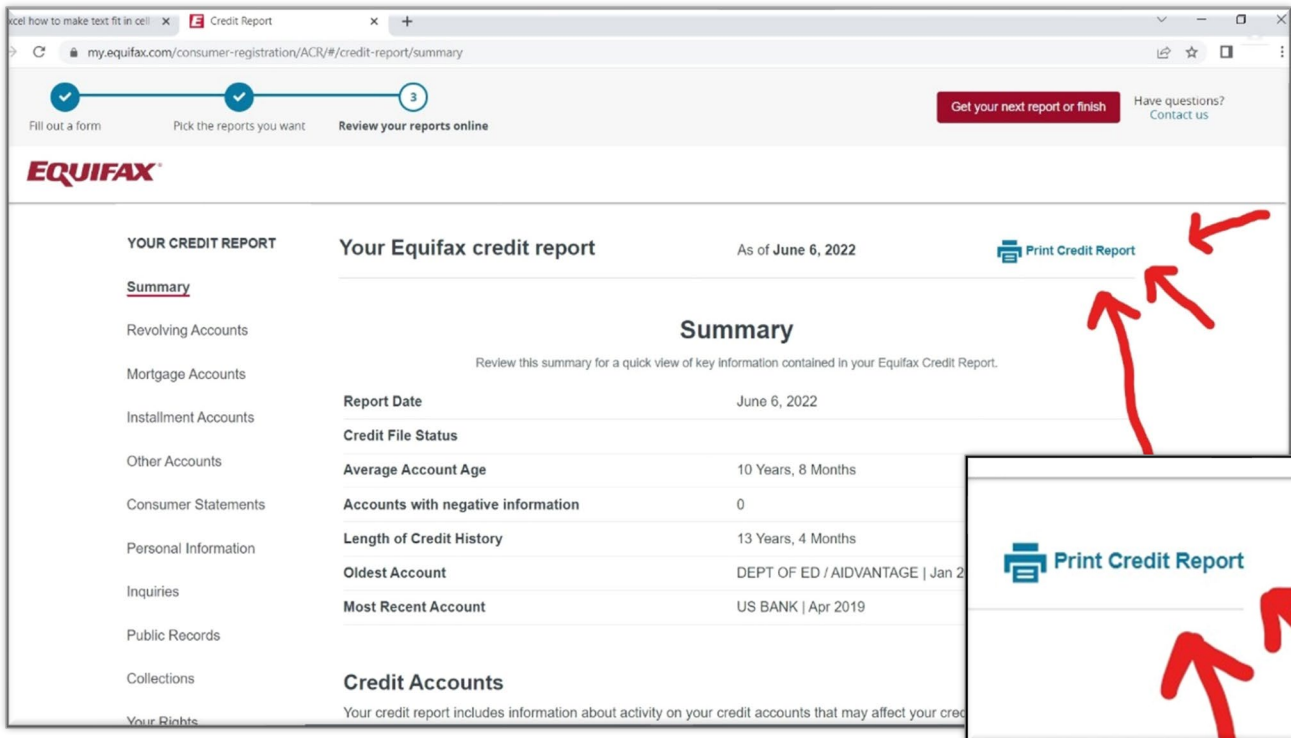
TransUnion.

Credit Scores are a three digit number, you can get yours for free on several different websites, but your local bank is probably the best resource. Take a screen shot of the scores on your cell phone and email it to Habitat staff.

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.



my.equifax.com/consumer-registration/ACR/#/credit-report/summary

Get your next report or finish Have questions? Contact us

EQUIFAX

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 cred

Print Credit Report

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

home@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
1)	
2)	
3)	
4)	
5)	
6)	

2) CURRENT HOUSING

PREVIOUS HOUSING

Current address (street, city, state, zip code):	If at current home less than two years, provide previous address:
Landlord contact info:	Landlord contact info:
<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 _____

Please write how your name(s) should appear on legal documents:

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:

**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.

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?

10) MONTHLY EXPENSES

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:			\$.

LOANS, and DEBTS OWED

Please list any loans or debt you make payments on (and student debt in forbearance) and anything you co-signed on.

Company	Account type	Balance	Monthly payment	Who's debt? Applicant or Co-app or other
	Car payment	\$.	\$.	
	Car 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.				

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)