



## **Homeownership Pre-Application Form**

*A world where everyone has a decent place to live.*

Dear Applicant,

Habitat for Humanity is a non-profit organization building simple, decent, affordable homes for lower-income families in Wood County. Please read this Pre-Application form carefully and answer all questions as clearly and accurately as possible. Our Homeowner Selection Committee will review the information you provide upon a completed application. Completed means all information is filled out to the best of the applicant's ability and ALL proof of income is included. Following an initial review, we will contact you concerning submitting an application for a home. If you do not meet these general guidelines, we will notify you by letter. Please be patient, this review process can take up to 30 days.

Thank you,  
Homeowner Selection Committee

**When you have completed this application please return it to:  
Habitat for Humanity of Wood County  
200 N. Summit St.  
Bowling Green, OH 43402  
419-353-5430**

**Our office is located in Trinity United Methodist Church, at 200 N. Summit St., Bowling Green, Ohio 43402.**

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.



Revised 5/9/2018

**Before you apply!**

- All liens and judgments must have been cleared prior to application
- Please call us if you are in need of a financial consultation on your situation
- All adult members of your household must pass a Criminal Background check and are not registered sex offenders

**Please describe your situation in the following criteria:**

**Housing Need:**

The housing I live in is:

- ① Overcrowded \_\_\_\_\_
- ② Poorly maintained (substandard) \_\_\_\_\_
- ③ In a dangerous neighborhood \_\_\_\_\_
- ④ A temporary housing situation \_\_\_\_\_
- ⑤ Other \_\_\_\_\_

**Ability to Pay:**

Habitat homeowners purchase their Habitat home and are required to pay their monthly mortgage payment without incurring undo financial hardship. Your credit history will be considered in this regard.

1. What is your estimated monthly household income? \_\_\_\_\_  
(Monthly income includes jobs, social security, disability, food stamps, and child support, *if reliable*).
2. Bankruptcy status: Have you had a bankruptcy? **YES NO** (please circle one).  
If yes, when did you file for bankruptcy? \_\_\_\_\_  
What date was it discharged? \_\_\_\_\_

**Willingness to Partner:**

The homeownership program requires that you partner with Habitat. 250 “Sweat Equity” hours (volunteer hours) are required per applicant. Sweat equity is completed by attending mandatory monthly Homeowner workshops, completing Financial Peace University, volunteering with us in the office and working on building or rehabbing your home and those of other Habitat families.

Are you willing to do this? **YES NO** (please circle one).

**We are always seeking to purchase new lots on which to build/rehab homes. We do our best to match the area you wish to live in with what we have available, but we cannot guarantee a suitable match. Please indicate your top three areas in Wood County in which you would be willing to purchase a Habitat home.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Highest Level of Education: \_\_\_\_\_  
Applicant Co-Applicant

Are you currently enlisted, a veteran or a spouse of a veteran or military personnel?  
(Please circle one or write “N/A”) \_\_\_\_\_

Please provide the following information and sign the authorization on the back:

**Applicant Name:** (Please Print)

**Co-Applicant Name:** (Please Print)

\_\_\_\_\_  
**Marital Status:** (Please circle one)

Unmarried Married Separated

\_\_\_\_\_  
**Marital Status:** (Please circle one)

Unmarried Married Separated

**Contact Information:**

Home:

Work:

Cell:

Email:

**Contact Information:**

Home:

Work:

Cell:

Email:

Are you (and Co-Applicant) a U.S. citizen or permanent resident?

Applicant: (circle one) Yes No

Co-applicant: (circle one) Yes No

If "no", please explain: \_\_\_\_\_

How many people will be living in the home, including you? \_\_\_\_\_

**Name**

**Date of Birth**

**Relationship**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please list all sources of income received on a monthly basis and send in required proof of income listed on the last page. We cannot review your application without these documents.**

Monthly income includes jobs, social security, disability, food stamps, and child support (if reliable).

Source of Income

Gross Amount (before taxes)

_____	_____
_____	_____
_____	_____
_____	_____

**How did you hear about Habitat for Humanity of Wood County?**

\_\_\_\_\_

## CREDIT REPORT AUTHORIZATION AND PRIVACY DISCLOSURE FORM

I hereby authorize and instruct Habitat for Humanity of Wood County ("HFHWC") to obtain and review my credit report. My credit report will be obtained from a credit reporting agency chosen by HFHWC. I understand and agree that HFHWC intends to use the credit report for the purpose of evaluating my financial readiness to purchase a home.

I authorize \_\_\_\_

I do not authorize \_\_\_\_

I understand that I may revoke my consent to these disclosures by notifying HFHWC in writing.

I affirm that the information that I have provided is true and accurate to the best of my knowledge. I understand that providing false information may cause my disqualification for the purchase of a HFHWC home.

\_\_\_\_\_  
Applicant's Name (Print)

\_\_\_\_\_  
Co-Applicant's Name (Print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Applicant's Social Security Number

\_\_\_\_\_  
Co-Applicant's Social Security Number

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Address: (Print)

Address: (Print)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **You must submit the following documents with this pre-application:**

1. Last 2 years of most recent federal tax returns filed
2. 8 weeks of pay stubs for each applicant
3. Documentation of all other household income  
(e.g. social security, disability, food stamps and child support)

**WE CANNOT REVIEW YOUR APPLICATION WITHOUT THESE DOCUMENTS**