



**Habitat Homebuyer Readiness**  
**Informational Sessions**

September 8, 2021

at 10 a.m. and 6 p.m. Location TBD

For more information, go to our website:  
[foxcitieshabitat.org/programs/homebuyer](http://foxcitieshabitat.org/programs/homebuyer)

Dear Potential Applicant(s):

Thank you for expressing an interest in becoming a Habitat for Humanity homeowner. We hope that the Habitat program can help you succeed on your journey towards homeownership.

**If you are unsure about whether you qualify or if Habitat for Humanity is the right fit for your housing needs, we encourage you to attend a one-hour informational session to learn more.** *(See dates listed above)*

If you feel you are ready to apply, please follow the steps below:

- Obtain a pre-application when applications are open (from Habitat office or website: [www.foxcitieshabitat.org](http://www.foxcitieshabitat.org))  
*If unsure about your income, use the **How Do I Calculate My Income** worksheet to estimate your income.*
- Submit the pre-application (in-person or by mail: pre-applications must be post marked no later than the last day of open period)
- Include a \$30 pre-application fee made payable to "Habitat" (personal check, money order, or cashier's check only – NO CASH)
- Applications submitted electronically or without pre-application fee will be considered incomplete.

**NEXT OPEN PRE-APPLICATION PERIODS**

September 8-22, 2021

Pre-apps due no later than 5 p.m. on September 22<sup>nd</sup>.

Thank you for contacting Habitat for Humanity. We hope to hear from you soon!

Habitat for Humanity  
Family Services Department

\*Habitat for Humanity is a household program. All adult income will be counted.



**This worksheet is NOT required to be turned in as part of the pre-application.**

It is provided to assist applicants in calculating household income.

<b>Household Income (From all sources)</b>			
Wages	Hours/Week _____	x Weeks/Year _____	x Dollars/Hour _____ = \$ _____
Wages	Hours/Week _____	x Weeks/Year _____	x Dollars/Hour _____ = \$ _____
Wages	Hours/Week _____	x Weeks/Year _____	x Dollars/Hour _____ = \$ _____
Other (explain):	_____		= \$ _____
Other (explain):	_____		= \$ _____
<b>Annual Gross Income</b>			<b>A</b> \$ _____
<b>Gross Monthly Income A/12</b>			<b>B</b> \$ _____

**Long Term Debts, Active Credit Cards, Loans, or Collections (payments 10 months or longer)**

**Liabilities**

Debt owed to: \_\_\_\_\_ Balance: \_\_\_\_\_ Monthly Payment = \$ \_\_\_\_\_

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Debt owed to: \_\_\_\_\_ Balance: \_\_\_\_\_ Monthly Payment = \$ \_\_\_\_\_

**Total monthly debt payments C** \$ \_\_\_\_\_

\*The ideal debt to income ratio is less than 10%

**Debt to Income Ratio C/B** \_\_\_\_\_ %

<u>Monthly Housing Expense</u>	<u>Long-Term Debt</u>
Rent Payments/Lot Fees \$ _____	Monthly Housing Expenses <b>D</b> \$ _____
Renter's Insurance \$ _____	Total Monthly Debt Payments <b>C</b> \$ _____
Utilities: Gas, Electric, Water (circle one) \$ _____	Other (Explain): _____ \$ _____
Utilities: Gas, Electric, Water (circle one) \$ _____	Other (Explain): _____ \$ _____
Other (Explain): _____ \$ _____	Other (Explain): _____ \$ _____
<b>Monthly Housing Expenses D</b> \$ _____	<b>Total Long-Term Debt (w/ housing) E</b> \$ _____
<b>Total Housing / Income D/B</b> _____ %	<b>Total Debt to Income E/B</b> _____ %
	<b>Your Estimated Habitat Mortgage Payment</b> \$ _____



## HABITAT HOMEBUYER PROGRAM

### Applicant Guidelines

**How the Habitat Homebuyer Program Works:** Habitat for Humanity offers a homebuyer program to qualified low-income individuals and families in Calumet, Outagamie, Waupaca and northern Winnebago counties. Habitat extends a 0% interest mortgage loan. Monthly mortgage payments include repayment to Habitat for the home (principal), as well as for property taxes and home insurance (escrow).

#### How to Apply

##### **Pre-application steps to complete:**

- Obtain a pre-application
- Submit the pre-application in-person or by mail (must be post marked no later than the last day of open period) during the open periods
- Include a \$30 pre-application fee made payable to "Habitat" (personal check, money order, or cashier's check only - no cash)

##### **Pre-applications are available during open application periods only:**

- At Habitat for Humanity's office, located at 921 Midway Road, Menasha
- On-line at: <http://foxcitieshabitat.org/programs/#homebuyer>
- Request to receive by mail or email: (920) 967-8887 or [Homebuyer@foxcitieshabitat.org](mailto:Homebuyer@foxcitieshabitat.org)

## Qualified applicants will need to meet the criteria and other requirements listed below:

**Need:** Applicants must have a need for housing due to any of the following situations:

- Structurally substandard, unsafe, or unhealthy living conditions
- Temporary housing or over-crowded living conditions
- Housing costs (rent + utilities) exceeds 30% of gross monthly household income
- Housing is inaccessible
- Reside in subsidized or transitional housing (section 8, Title 42, etc....)

**Ability to Pay:** Habitat will evaluate applicants' household income and debt.

Applicants must be comfortable with a monthly mortgage payment that would be set at 25% of your gross monthly income. Applicants must have enough income through stable employment or other forms of permanent income to afford a home and all basic living expenses.

- Income includes all wages, unemployment (*only* if related to seasonal employment), social security, pension and/or disability. Self-employment income is defined as the "Net Profit" [line 31, Schedule C (1040)].
- Income can also include child support, kinship care and other types of income which is received on a regular basis and is needed to cover monthly expenses. All income sources are included when they are expected to last for 3 years or longer.

**2020-2021 Income Guidelines** are based on family size. Your gross annual income must be at or above the minimum and at or below the maximum.

<u>Family Size</u>	<u>Minimum</u>	<u>Maximum</u>
1	\$27,000	\$36,000
2	\$27,000	\$41,100
3	\$27,700	\$46,300
4	\$27,700	\$51,400
5	\$27,700	\$55,350
6	\$29,800	\$59,600
7	\$31,900	\$63,750
8	\$33,900	\$67,800

Applicants' credit history does not need to be perfect. Many applicants have some debt. It is important for applicants to know how much is owed and for the total amount of debt to be manageable.

- All collection debt must have proof of active payment plans or be paid in full
- Judgments for money must be satisfied [Go to CCAP - Wisconsin Circuit Court Access at: [wcca.wicourts.gov](http://wcca.wicourts.gov)]
- Bankruptcy or foreclosure must have been satisfied for at least 12 months
- It is recommended that applicants obtain a **free copy** of their **credit report** to ensure all credit is reported accurately [Go to [www.annualcreditreport.com](http://www.annualcreditreport.com) ]

**Willingness to Partner:** Applicants must be willing to work in partnership with Habitat with their positive and active involvement in the Homebuyer Sweat Equity Program. Applicants must be willing to complete 300 to 500 hours of sweat equity by attending classes and workshops, working at the Habitat ReStore, participating in Habitat or ReStore events, and building on other homes as well as your own.

\*Accommodations for health and employment issues will be made on a case by case basis

**Additional Applicant Requirements:**

- Debt to Income ratio must be less than 15% (10% or less is ideal)
- Credit score must be 576 or higher
- Bankruptcy or foreclosure must be satisfied at least 12 months prior to date of application
- All household members must clear national sex offender registry check
- All applicants must be a permanent resident or US Citizen
- Divorce proceedings must be finalized
- Given Wisconsin is a marital property state, married couples must apply jointly or if separated, divorce must be finalized
- All liens/judgements must be satisfied
- Applicants must clear a criminal background check
- All adult household members must sign a general release for a background check and debt verification

\*Temporary jobs are generally not considered permanent. Contact staff with questions.



## DOCUMENTS TO ACCOMPANY APPLICATION

- Proof of residency for all adults in household
  - Birth certificate
  - Passport
  - Permanent Resident/Green Card
- Proof of income for last 30 days
  - Pay stubs
  - Benefit letter for Social Security – Current SSI/SSDI SS, retirement award letter
  - Other income sources (child support, alimony, other income)
- Current lease
  - If no lease, letter from landlord stating rent amount and who lives in the home
- Proof of payment plan for any collection of debt
  - Collections without a payment plan will be declined