

SPECIAL HOMEBUYER APPLICATION CHECKLIST

A completed application with the supporting documents listed below is required.

 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 \$55 (turned in with application) A copy of your current lease
Proof of Citizenship/Residency for ALL household adults
(A copy of your birth certificate, U.S. citizenship certificate, U.S. passport, or permanent
residence card)
A copy of your most recent utility bills
\Box gas \Box electric \Box water
Income (please submit what applies)
3 months (90 days) of paystubs (if employed)
One year of proof of child support payments (print out of payment history)
Most recent award letter for SSI/SSDI
Proof of any other income: Retirement, alimony, or other sources
\square 2 months (60 days) of bank statements for all accounts for the applicant & co-applicant
2 years of most recent tax returns (or 3 years if self-employed)
2 years of most recent W2 forms
 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)
HIGHLY ENCOURAGED: Schedule an application review meeting prior to turning in documents
\Box 8 Sweat Equity hours – To be completed later, more information will be provided

**Please call our front desk at (920) 954-8702 if you'd like to schedule an application review. We are here to help and are happy to answer questions or review your application with you.

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



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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 and 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.

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 312 E. Franklin St, Neenah (2 bed, 1 bath)**
- **REHAB at 620 Manitowoc St., Menasha (3 bed, 1 2 bath)**
- **REHAB at 211 MacArthur Avenue, Brillion (3 bed, 1 bath)**
- **REHAB at 308 N. Badger Avenue, Appleton (4 bed, 2 bath)**

	□ I am applying for individual credit
Type of Credit:	□ 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:	Co-Applicant:	
Full legal name (first, middle, last)	Full legal name (first, middle, last)	
Alternate and former name(s) (including maiden names)	Alternate and former name(s) (including maiden names)	
Phone #: cell 🗆 home 🗆 work	Phone #: Cell 🗆 home 🗆 work	
Email:	Email:	
Social Security numberDate of birth	Social Security numberDate of birth	
□ Married □ Separated □ Unmarried	□ Married □ Separated □ Unmarried	
*Unmarried includes single, divorced, widowed, civil union, domestic partnership, registered reciprocal beneficiary relationship	*Unmarried includes single, divorced, widowed, civil union, domestic partnership, registered reciprocal beneficiary relationship	
Immigrant Status (if applicable):	Immigrant Status (if applicable):	

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

Continue to next page

2a: ADDRESS HISTORY List your current address, followed by previous address if you have lived at your current address less than two years.		
Applicant:	Co-Applicant:	
Current street address	Current street address	
City, State, Zip County	City, State, Zip County	
Dates of occupancy: (to present)	Dates of occupancy: (to present)	
Current landlord's name	Current landlord's name	
Landlord's address	Landlord's address	
City, State, Zip Code	City, State, Zip Code	
Landlord's phone #:	Landlord's phone #:	
Landlord's fax #:	Landlord's fax #:	
Previous address (if at current place less than 2 years)	Previous address (if at current place less than 2 years)	
Previous street address	Previous street address	
City, State, Zip County	City, State, Zip County	
Dates of occupancy: (to)	Dates of occupancy: (to)	
Previous landlord's name	Previous landlord's name	
Previous landlord's address	Previous landlord's address	
City, State, Zip Code	City, State, Zip Code	
Landlord's phone #:	Landlord's phone #:	
Landlord's fax #:	Landlord's fax #:	

2b. ADDRESS HISTORY To the best of your ability, please provide any additional addresses lived at for the past five years		
Applicant:	Co-Applicant:	
Previous street address	Previous street address	
City, State, Zip County	City, State, Zip County	
Dates of occupancy: (to) (mm/yy) (mm/yy)	Dates of occupancy: (to) (mm/yy) (mm/yy)	
	Previous street address	
Previous street address	Previous street address	
City, State, Zip County	City, State, Zip County	
Dates of occupancy: (to) (mm/yy) (mm/yy)	Dates of occupancy: (to) (mm/yy) (mm/yy)	
Previous street address	Previous street address	
City, State, Zip County	City, State, Zip County	
Dates of occupancy: (to) (mm/yy) (mm/yy)	Dates of occupancy: (to) (mm/yy) (mm/yy)	
Previous street address	Previous street address	
City, State, Zip County	City, State, Zip County	
Dates of occupancy: (to) (mm/yy) (mm/yy)	Dates of occupancy: (to) (mm/yy) (mm/yy)	
Previous street address	Previous street address	
City, State, Zip County	City, State, Zip County	
Dates of occupancy: (to) (mm/yy) (mm/yy)	Dates of occupancy: (to) (mm/yy) (mm/yy)	

3a. PROPERTY INFORMATION

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

3b. PRESENT HOUSING CONDITIONS

Applicant Housing Conditions (if co-applicant lives with applicant, just fill out this section)		
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)		
Other rooms (please describe):		
Please describe the condition of the place where you live. Why do you need a habitat home?		
·		

3c. PRESENT HOUSING CONDITIONS		
Co-Applicant Housing Conditions (fill in if different from applicant)		
Does not apply		
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)		
Other rooms (please describe):		
Please describe the condition of the place where you live. Why do you need a habitat home?		

4a. EMPLOYMENT INFORMATION	
Applicant:	Co-Applicant:
Does not apply	Does not apply
Check if this statement applies:	Check if this statement applies:
□ I am employed by a family member	□ I am employed by a family member
Name of current employer	Name of current employer
Address of current employer	Address of current employer
City, State, Zip Business phone #	City, State, Zip Business phone #
Job Title	Job Title
to	to
Dates of Employment (mm/dd/year)	Dates of Employment (mm/dd/year)
Hourly wage Avg. hours/week Avg. weeks/year	Hourly wage Avg. hours/week Avg. weeks/year
Thousy wage Avg. hours, week Avg. weeks, year	Thousy wage Avg. hours, week Avg. weeks, year
Pay: 🗆 Weekly 🗆 Bi-weekly 🗖 Monthly 🗆 Semi-Monthly	Pay: Weekly Bi-weekly Monthly Semi-Monthly
Type of Employment:	Type of Employment:
□Full Time □Temporary □Seasonal	□Full Time □Temporary □Seasonal
□Part Time □Limited Term □	□Part Time □Limited Term □
If work is seasonal or you are off work regularly each	If work is seasonal or you are off work regularly each
year, is unemployment received? 🗆 Yes 🗆 No 🔅 🗆 N/A	year, is unemployment received? \Box Yes \Box No \Box N/A
Unemployment: \$ per	Unemployment: \$ per
Number of weeks received each year:	Number of weeks received each year:
How many years have you received this:	How many years have you received this:

*Please see next page for continued employment information

4b. SELF EMPLOYMENT INCOME PLEASE NOTE: Self-employed applicants will be required to provide additional documents such as the last 3 years of		
	nancial statements.	
Applicant:	Co-Applicant:	
Does not apply	Does not apply	
\Box Check if you are a business owner or self employed	\Box Check if you are a business owner or self employed	
\Box I have an ownership share of less than 25%	\Box I have an ownership share of less than 25%	
□ I have an ownership share of more than 25%	\Box I have an ownership share of more than 25%	
Monthly income (or loss):	Monthly income (or loss):	
to	to	
to Dates of self-employment: (mm/dd/year)	to Dates of self-employment: (mm/dd/year)	
	TION – PREVIOUS EMPLOYER	
	rears, please provide 2 years of employment history)	
Applicant: Does not apply	Co-Applicant: Does not apply	
Name of previous employer	Name of previous employer	
Address of previous employer	Address of previous employer	
City, State, Zip Business phone #	City State Zin Dusiness phone #	
City, state, Zip Busiliess profile #	City, State, Zip Business phone #	
Job Title	Job Title	
to	to	
Dates of Employment (mm/year)	Dates of Employment (mm/year)	
Hourly wage Avg. hours/week Avg. weeks/year	Hourly wage Avg. hours/week Avg. weeks/year	

*Please see next page for continued employment information

4c. EMPLOYMENT INFORMA (If you have been at your current job less that two years, p	TION — PREVIOUS EMPLOYER lease provide 2 years of employment history)
Name of previous employer	Name of previous employer
Address of previous employer	Address of previous employer
City, State, Zip Business phone #	City, State, Zip Business phone #
Job Title	Job Title
to Dates of Employment (mm/year)	to Dates of Employment (mm/year)
Hourly wage Avg. hours/week Avg. weeks/year	Hourly wage Avg. hours/week Avg. weeks/year
Name of previous employer	Name of previous employer
Address of previous employer	Address of previous employer
City, State, Zip Business phone #	City, State, Zip Business phone #
Job Title	Job Title
to Dates of Employment (mm/year)	to Dates of Employment (mm/year)
Hourly wage Avg. hours/week Avg. weeks/year	Hourly wage Avg. hours/week Avg. weeks/year

4d. OTHER INCOME Please list all other income sources, including SSI/SSDI, child support, alimony, 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	s not receive unear	ned 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?	
Type of benefit	Name of person receiving this	Monthly amount	Received since? How long will it continue?	

5a. FINANCIAL INFORMATION – BANK ACCOUNTS List ALL bank accounts for applicant and co-applicant including checking and savings

Name(s) on account	□ Checking □ Savings Type of account	Name of bank/credit union/institution
	Checking 🗆 Savings	
Name(s) on account	Type of account	Name of bank/credit union/institution
	Checking 🗆 Savings	
Name(s) on account	Type of account	Name of bank/credit union/institution
	Checking 🗆 Savings	
Name(s) on account	Type of account	Name of bank/credit union/institution
	Checking 🗆 Savings	
Name(s) on account	Type of account	Name of bank/credit union/institution

5b. FINANCIAL INFORMATION – DEBTS & LIABILITIES

Please list the minimum payment or monthly payment on ALL credit cards, auto loans, installment loans, revolving accounts, student loan debt, or other debts or leases for the applicant and co-applicant.

	\$	Ş	months
Type of debt (credit card, loan, etc.)	Balance	Monthly payment	Months left to pay (if installment)
	\$	\$	months
Type of debt (credit card, loan, etc.)	Balance	Monthly payment	Months left to pay (if installment)
	\$	\$	months
Type of debt (credit card, loan, etc.)	Balance	Monthly payment	Months left to pay (if installment)
	\$	\$	months
Type of debt (credit card, loan, etc.)	Balance	Monthly payment	Months left to pay (if installment)
	\$	\$	months
Type of debt (credit card, loan, etc.)	Balance	Monthly payment	Months left to pay (if installment)
	\$	\$	months
Type of debt (credit card, loan, etc.)	Balance	Monthly payment	Months left to pay (if installment)
	\$	\$	months
Type of debt (credit card, loan, etc.)	Balance		Months left to pay (if installment)
	\$	\$	months
Type of debt (credit card, loan, etc.)	Balance	Monthly payment	Months left to pay (if installment)

5c. FINANCIAL INFORMATION - HOUSING EXPENSES				
\$/ month \$ Monthly rent payment Ren	/ month Yes No tal insurance payment Is rent subsidized	·		
Name of water provider	Account number	\$ Monthly average bill		
Name of gas provider	Account number	\$ Monthly average bill		
Name of electric provider	Account number	ې Monthly average bill		
TOTAL HOUSING EXPENSES				
Rent + Rental Insurance + Water + Gas + Electricity = \$/ month				

6a. 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

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

Co-Applicant:

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

7. DECLARATIONS			
Plea	ase 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?	□ YES □ NO	□ YES □ 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)	□ YES □ NO	□ YES □ NO
3.	Are you currently delinquent or in default on a federal debt (or any other loan, mortgage financial obligation, or loan guarantee?)	□ YES □ NO	□ YES □ NO
4.	Are you party to a lawsuit in which you potentially have any personal financial liability?	□ YES □ NO	□ YES □ NO
5.	Have you conveyed title to any property in lieu of foreclosure in the past 7 years?	□ YES □ NO	□ YES □ 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?	□ YES □ NO	□ YES □ NO
7.	Have you had a property foreclosed upon in the last 7 years? Discharge date must be at least 12 months prior to application. Discharge date:	□ YES □ NO	□ YES □ NO
8.	Have you declared bankruptcy in the last seven years? If yes, identify the type(s) of bankruptcy: □Chapter 7 □Chapter 11 □Chapter 12 □Chapter 13 Discharge date must be at least 12 months prior to application date. Discharge date:	□ YES □ NO	□ YES □ NO
9.	Have you lived or worked in Outagamie, Calumet, Waupaca or northern Winnebago County for at least 6 months?	□ YES □ NO	□ YES □ NO
10	. Are you a U.S. citizen or permanent resident?	□ YES □ NO	□ YES □ NO
11	. Are you able to pay 25% of your gross monthly income to housing while keeping a manageable amount of personal debt?	□ YES □ NO	□ YES □ NO

8a. 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: Co-Applicant: Are you willing to meet the "Sweat Equity" requirement? Are you willing to meet the "Sweat Equity" requirement? □ YES □ YES 8b. 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: Co-Applicant: Are you willing to meet the down payment requirement? Are you willing to meet the down payment requirement? □ YES □ YES

9a. 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, 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.

Applicants name: ______Co-Applicant's name: _____

10. UNMARRIED ADDENDUM				
For borrowers selecting the "unmarried" status				
If you selected "unn	narried" in Section 1:			
Are you legally married? Applicant:				
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: □No □Yes Co-Applicant: □No □Yes				
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):				
Co-Applicant: Civil union Domestic partnership Registered reciprocal beneficiary relationship Other (explain):				
Applicant: Co-Applicant:				
Signature:	Signature:			
Print name: Print name:				
Date:	Date:			

11. 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:	Co-Applicant:
Signature:	Signature:
Print name:	Print name:
Date:	Date:

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 hi	story			
	2. Credit history a	ind reports			
	3. Balances on sav	vings accounts, che	cking accounts, etc.		
	4. Payment histor	y and delinquencie	S		
	5. Amounts owed	on accounts			
	6. Cash values on	life insurance polic	ies and other investment	or retirement sa	avings
			for purpose of security		-
	8. Loan amounts,	terms, payment sc	hedules, etc.		
	9. Copies of tax re	eturns or W2 forms			
	10. Criminal backgi	round check (PACE	R, CCAP, etc)		
	11. National Sexua	l Offender Registry	check (NSOPW)		
	12. Social security a	awards, residency v	verification and child supp	oort if applicable	
	13. Any other docu	iments pertaining t	o my financial, credit and	liability circumst	tances
Applicant's name	Last	4 digits Soc Sec #	Applicant's name	Last	4 digits Soc Sec #
Applicant's signature		Date	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.



INFORMATION FOR GOVERNMENT REPORTING PURPOSES

Please read this statement before completing the box below: The following information is requested by the federal government for loans related to the purchase of homes, in order to monitor the lender's compliance with equal credit opportunity and fair housing laws. You are not required to furnish this information but are encouraged to do so. The law provides that a lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it or not. However, if you choose not to furnish it, under federal regulations this lender is required to note race and sex on the basis of visual observation or surname. If you do not wish to furnish the information below, please check the box below.

Applicant:		Co-Applicant:		
	I do not wish to furnish this information		I do not wish to furnish this information	
Race/Nation	al Origin:	Race/Nation	nal Origin:	
	American Indian or Alaskan Native		American Indian or Alaskan Native	
	Native Hawaiian or other Pacific Islander		Native Hawaiian or other Pacific Islander	
	Black/African American		Black/African American	
	Caucasian		Caucasian	
	Asian		Asian	
	American Indian or Alaskan Native AND Caucasian		American Indian or Alaskan Native AND Caucasian	
	Asian AND Caucasian		Asian AND Caucasian	
	Black/African American AND Caucasian		Black/African American AND Caucasian	
	American Indian or Alaskan Native AND Black/African		American Indian or Alaskan Native AND Black/African	
	American		American	
	Other (specify)		Other (specify)	
Ethnicity:		Ethnicity:		
	Hispanic		Hispanic	
	Non-Hispanic		Non-Hispanic	
Sex:		Sex:		
	Female		Female	
	Male		Male	
Birth date:	//	Birth date:	//	
Marital State	JS:	Marital Stat	us:	
	Married		Married	
	Separated		Separated	
	Unmarried (includes single, divorced, widowed)		Unmarried (includes single, divorced, widowed)	
	Unmarried (includes single, divorced, widowed)		Unmarried (includes single, divorced, widowed)	

