



## Intake Application

Habitat for Humanity Detroit sells homes to qualified home buyers for an affordable mortgage. Approved homeowners qualify for a monthly housing payment (mortgage, insurance and taxes) equal to 30% or less of their monthly income. To qualify, you must have need, the ability to pay for your new home, and the willingness to partner with Habitat Detroit.

Our current open application period is **June 15 - August 15**. Visit [HabitatDetroit.org/Buy-a-Home](http://HabitatDetroit.org/Buy-a-Home) to apply online. Please send any questions to [HomeInfo@HabitatDetroit.org](mailto:HomeInfo@HabitatDetroit.org). You will receive a response within 48 hours.

If you are unable to apply online, please complete the following application and return to Habitat Detroit along with **\$50 Application Fee** (payable to Habitat Detroit), and the required documents listed below.

### Required Documents for Applicant and Co-Applicant:

*NOTE: We do not accept originals nor will we be able to make copies for you.*

- Copy of Tri-Merged credit report (3 scores) for applicant & co-applicant from **U-Snap-Bac** (14901 E. Warren Ave., Detroit 48224; 313-640-1100).
- Copy of last 8 paystubs for every working adult in the household.
- Copy of complete, signed and filed Tax Returns (1040s) for 2014 & 2015.
- Copy of all W-2s and 1099s for 2014 and 2015.
- Copy of valid driver's license or State ID (front and back).
- Copy of birth certificate and/or green card/proof of residency.
- Copy of Social Security Card.
- Copy of 2016 FIA/SSI Income Statements or 2016 award letter (if applicable).
- Copy of Section 8 Voucher (if applicable).
- Copy of Child Support Documentation – last 4 months of income OR child support order (if applicable).
- Letter signed & dated from all nonworking adults in the household (age 18 or older if not in college) stating that they are not currently employed (if applicable).

**Please submit complete application, documents and \$50 application fee via mail or drop-off to:**

**Intake Application  
Habitat for Humanity Detroit  
14325 Jane Street  
Detroit, MI 48205**

Incomplete intake applications will not be processed. Once Habitat Detroit receives the complete application, **\$50 application fee** and all required documents, you will receive a response in approximately 30 days, sometimes longer depending on the number of applications.

Please fill out the application as completely and accurately as possible. All information you include on this application will be independently verified and kept confidential in accordance with the Gramm-Leach-Bliley Act.



If Yes, Who is Your Employer?

Hourly Wage \$ Number of Hours Per Week

List Amount of Assistance Received each Month (If Applicable) Social Security \$ Disability \$

Note: You will be required to provide documentation of this income Child Support \$ Other (Please Describe) \$

CREDIT INFORMATION

Does the Applicant or Co-Applicant have any Judgments, Collections or Bankruptcies in Their Credit Histories? Yes No

Please List the Discharge Date of any Bankruptcies Filed by the Applicant or Co-Applicant. NOTE: Must be discharged more than 2 years ago.

Has Either the Applicant or Co-Applicant ever had a Foreclosure? Yes No If Yes, include date:

OTHER HOUSEHOLD MEMBERS

How Many People Would Live in the Habitat Home, if You are Approved?

PLEASE ENTER INFORMATION FOR ALL INDIVIDUALS THAT WILL BE LIVING IN THE HABITAT HOME

Table with 5 columns: Name, Relationship to Applicant, Date of Birth, Age, Social Security # if Age 18 or Older

How did you hear about us? Employer Flyer Church Friend/Relative Agency Other

Name:

Being interested in applying for housing through Habitat for Humanity Detroit, I/We give permission for the staff of Habitat for Humanity of Detroit to request a copy of my/our credit report as part of the application process.

I/We understand the need to share necessary personal information with Habitat staff in order to determine my eligibility for a Habitat for Humanity home. I/We understand and acknowledge that completing an intake form and initial assessment does not guarantee that I/We will be selected to purchase a Habitat for Humanity home. Final selection of eligible applicants is the sole responsibility of Habitat for Humanity Detroit.

I/We understand that my personal information will be kept confidential and will only be shared between Habitat for Humanity office staff and designated volunteers. I/We understand that I/We may terminate my participation in this program at any time by contacting Habitat for Humanity Detroit at 313-521-6691 and speaking with the Family Services Director.

Do you certify and declare to the best of your knowledge and belief that the information you have provided is true, accurate and complete? Yes No

Applicant, Print Name Indicating Acceptance of Terms

Applicant Signature Date

Co-Applicant, Print Name Indicating Acceptance of Terms

Co-Applicant Signature Date

## Information for Government Monitoring 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 ethnicity, 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
<p><input type="checkbox"/> I do not wish to furnish this information</p> <p><b>Race</b> (applicant may select more than one racial designation):</p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Native Hawaiian or other Pacific Islander</p> <p><input type="checkbox"/> Black/African-American</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Asian</p> <p><b>Ethnicity:</b></p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> Non-Hispanic or Latino</p> <p><b>Sex:</b></p> <p><input type="checkbox"/> Female</p> <p><input type="checkbox"/> Male</p> <p><b>Birthdate:</b> ____ / ____ / ____</p> <p><b>Marital Status:</b></p> <p><input type="checkbox"/> Married</p> <p><input type="checkbox"/> Separated</p> <p><input type="checkbox"/> Unmarried (Incl. single, divorced, widowed)</p>	<p><input type="checkbox"/> I do not wish to furnish this information</p> <p><b>Race</b> (applicant may select more than one racial designation):</p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Native Hawaiian or other Pacific Islander</p> <p><input type="checkbox"/> Black/African-American</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Asian</p> <p><b>Ethnicity:</b></p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> Non-Hispanic or Latino</p> <p><b>Sex:</b></p> <p><input type="checkbox"/> Female</p> <p><input type="checkbox"/> Male</p> <p><b>Birthdate:</b> ____ / ____ / ____</p> <p><b>Marital Status:</b></p> <p><input type="checkbox"/> Married</p> <p><input type="checkbox"/> Separated</p> <p><input type="checkbox"/> Unmarried (Incl. single, divorced, widowed)</p>

To be completed only by the person conducting the interview:	
<p><b>This application was taken by:</b></p> <p><input type="checkbox"/> Face-to-face interview</p> <p><input type="checkbox"/> By mail</p> <p><input type="checkbox"/> By telephone</p>	<p><b>Interviewer's name:</b></p> <p><b>Interviewer's signature:</b></p> <p><b>Interviewer's phone number:</b></p> <p><b>Date:</b></p>