



Interested in seeing what  
It takes to start the  
journey towards  
buying a  
Habitat house?

We build strength, stability and self-reliance through shelter.



Habitat for Humanity of Henderson, Ky  
(270) 826-0015  
1030 3<sup>rd</sup> St, Henderson, Ky 42420

[www.hendersonhabitat.org](http://www.hendersonhabitat.org)



# Homebuyer Program



## Qualifications of Homeownership

*You must live or work in Henderson County for at least the last 12 months.*

*You must be an American citizen, legal resident, have the right to work in the United States and be able to own real estate property. Your household income must fall between \*35% - 80% of the median level income for Henderson County*

*Your family's annual gross income (before taxes) must be between the minimum and maximum income listed for your family size (see table below).*

## Three Main Criteria for Homebuyer Selection

**NEED:** for simple, safe, decent and affordable housing as defined by, but not limited to one or more below:

- Substandard living conditions
- Unsafe living environment
- Cost Burdened
- Overcrowded (*adult and child or more than two children share a bedroom, or two children of the opposite sex share a bedroom*)
- Government Subsidized Housing

**ABILITY TO PAY:** up to a 30-year, interest free mortgage:

- No unpaid debts, collections, liens or outstanding judgements
- Habitat mortgage loans require a minimum down payment of \$1,000 and first-years homeowners insurance premium
- At least 2 years of continuous, steady and verifiable income

**WILLINGNESS TO PARTNER:** with HFH of Henderson

- Complete a minimum of 250 hours of "Sweat Equity" (your time instead of cash - on your home, other Habitat homes, our ReStore, Affiliate office, fundraisers and other types of approved community volunteer opportunities)
- \*Media coverage is critical to securing funding needed for future Habitat homes. Families may be photographed at events or while putting in sweat equity hours and could appear on the news outlets, HFH website or social media outlets during and after their partnership participation.

Family Size	Minimum Gross Annual Income	Maximum Gross Annual Income
1	\$21,420	\$48,960
2	\$24,465	\$55,920
3	\$27,510	\$62,880
4	\$30,555	\$69,840
5	\$33,005	\$75,440
6	\$35,455	\$81,040
7	\$37,905	\$86,640
8	\$40,355	\$92,240

WE BUILD STRENGTH, STABILITY, SELF-RELIANCE AND SHELTER.

## Why Become a Habitat Partner Family?

Thanks to the hard work of our staff, donors and volunteers, Habitat for Humanity of Henderson is able to help facilitate homeownership opportunity to those who might not otherwise be able to obtain it. Below are just a few of the benefits Habitat for Humanity of Henderson, Ky offers our program families:

### Habitat families make a much smaller down payment on their home

To obtain a mortgage, most lenders require a down payment of between 5% - 15% of the total cost of the home. That means to buy a \$100,000 house a family may need to pay the bank up to \$15,000 in cash. For many families, it can be difficult to save the thousands of dollars needed for a down payment on a home.

With a Henderson Habitat Home Mortgage Loan, there is only a minimum down payment of \$1,000 and the first year's homeowners' insurance premium required prior to closing on the loan. The remainder amount is rolled into the mortgage amount.

### Habitat homes have affordable mortgage loans

Banks and credit unions always have an interest rate on loans they make and a mortgage loan is no exception. While home mortgage loans usually have lower interest rates than a car loan or credit card, even a low interest rate adds up over time. Based on current mortgage rates, buying a home for \$140,000 home using a 30-year mortgage with a 6.5% would cost around \$1,093/month. Because the typical mortgage loan is stretched out over 30 years, the interest each month out of that amount would be around \$751.00/mth! That means each time a payment is made, the balance only decreases by approx. \$125.00 and the remainder goes into an escrow account to pay the annual taxes and insurance on the home each year. As payments are made, these amounts will change and the balance will start decreasing a little more each time. At the end of 30 years, the total amount paid for the house with interest would be over \$316,000! (*\$176,000 interest to the lender and the \$140,000 home purchase price*)

### Habitat homes are more affordable

Henderson Habitat homes are built with the help of our volunteers and are built as safe, simple, decent and affordable homes. Keep in mind that these homes *ARE NOT* custom-built, but are built according to our grant funding requirements. This helps make the homes less expensive than a home for sale on the open market or to have a custom home built by a general contractor. With Habitat as the builder *AND* the lender, it allows us to sell the homes to qualified families with a 0% no profit rate combined with the help of our donors, grants, ReStore and fundraising events.

### Habitat looks deeper than your credit score

While we do require a minimum credit score of 600, our Homebuyer and Family Services staff are trained to look at all of your credit history and how you have managed your credit and debts. We do understand that unforeseen circumstances can cause even the most responsible families to fall behind. An injury, illness or job loss could cause a family to fall behind and damage their credit history. If there have been circumstances that have caused issues like this, we want to look closer and uncover the story and not just look at the credit score numbers. Please keep in mind that not everyone gets approved when they apply for a variety of reasons. However, if buying your own home is a goal you would like to accomplish, then we have opportunities to help you get there. It is good to understand also that while not everyone is ready or able to take on this type of responsibility, we are happy to offer ways to get on track, set up a budget, help repair previous credit issues and have classes to prepare for the responsibility that homeownership brings.

### Henderson Habitat supports our families as they work towards their goal of homeownership

Our Affiliate staff and volunteers work to ensure that our families are prepared to be successful homeowners. We do this by offering classes on a number of topics including money management, credit counseling, home maintenance, repair and more. We also work with families to identify their needs outside of housing, and connect them relevant resources in the community. Have more questions or not quite ready to apply? Call and ask to speak someone with our Homebuyer Services who can help get you on the right path to putting homeownership possibilities in your future!

## Homebuyer Application Review Process

1. [Review of Application](#) – Applications are reviewed by the Director of Homebuyer Services to determine if the individual or family submitted a **completed** application and meets HHFH’s eligibility requirements.
2. [Financial Analysis](#) – A credit report is pulled and a complete analysis of income and expenses (included all debts) is completed to determine if the applicant(s) is financially eligible for Henderson Habitat Homebuyer Partnership Program.
3. [Verification/References](#) – Homebuyer Services will verify all references and information provided in the application with the applicant’s landlord, employer, bank, social service agency (if applicable), and personal references.
4. [Banking Committee Review](#) – All applications that have gone thru the Application Review, Financial Analysis and Verification process will then be assessed by the Banking Committee. They are trained in current financial lending requirements and will recheck anything that may need further documentation.
5. [Personal Interview](#) - Once an applicant has been determined financially eligible for the Henderson Habitat Homebuyer Partnership Program, they will undergo a personal interview to discuss the program commitments and the responsibility of homeownership.
6. [Home Evaluation Visit](#) – At least 2-3 members of the Family Selection Committee will visit the applicant’s home to understand current living conditions and to assess the need for affordable housing. (An appointed day and time will be set for this visit)
7. [Final Application Reviews](#) – After the above-mentioned items have been completed, Homebuyer Services will do a final review of the application and evaluation before sending to the Habitat Board of Directors to approve applicant(s) for the Home Partnership Program.
8. [\\*Board Approval](#) – The final step happens once both of the committees have assessed each of the applicant’s *Needs, Willingness to Partner and Ability to Pay* then approved the qualified applicant(s) based on the criteria required. The applications are then presented to the Board of Directors at their next scheduled meeting for final approval into the Henderson Habitat’s Homeowner Partnership Program. All applicants presented to the Board, whether approved or denied, will be notified by one of our Homebuyer Services staff by phone and a formal approval or denial by mail.

**\*Note that if any of the items below do not apply to you, put N/A next to that line item.**

## Home Buyer Loan Application Checklist

**\*\*\*Please Make Copies as Original Items Will Not Be Returned\*\*\***

- \_\_\_\_\_ \$40.00 Money order, cash or credit card payment for the application fee - **per applicant**
- \_\_\_\_\_ Fully Completed Application Packet (***MUST be completed in full or it WILL NOT be reviewed***)
- \_\_\_\_\_ Government Monitoring Form (***included in packet***)
- \_\_\_\_\_ Valid Government issued picture ID for household members over the age of 16
- \_\_\_\_\_ Social Security Cards for **ALL** Household Members
- \_\_\_\_\_ Birth Certificates for **ALL** Household Members
- \_\_\_\_\_ Marriage License and/or Divorce Decree and/or Legal Separation Agreement
- \_\_\_\_\_ 2022 and 2023 Tax Returns (***include 1040 Forms and Schedule C if Self-Employed***)
- \_\_\_\_\_ 2022 and 2023 W-2 Forms or 1099's from all Employers
- \_\_\_\_\_ Award Letter for Social Security Benefits (***SSI, SSDI, Retirement, Survivors Benefits***)
- \_\_\_\_\_ Award Letter for Veteran's Benefits (***Retirement, Disability, Survivors Benefits***)
- \_\_\_\_\_ Child Support Court Order and current statement showing last 12 months payments.
- \_\_\_\_\_ Last 6 Months of Bank Statements (***ALL accounts in your name; checking, savings, CD's, 401K, Annuities, Life Insurance etc.***)
- \_\_\_\_\_ Last Month's Utility Bills (***Electric, Gas, Water/Sewer***)
- \_\_\_\_\_ Background Check Authorization and Questionnaire (***form included in packet: all members of the household over the age of 18 will need to complete – Make copies if needed.***)
- \_\_\_\_\_ Income Verification Form (***ONLY FILL OUT PART A***)
- \_\_\_\_\_ Proof of Employment (***Last 6 months of pay stubs from all employers or contract work***)
- \_\_\_\_\_ Rent Verification Form & Copy of Current Lease – (***ONLY FILL OUT PART 1***)
- \_\_\_\_\_ Verification of Bank Deposit Form – (***ONLY FILL OUT PART A***)
- \_\_\_\_\_ Personal References Letter (***from someone NOT in your household***)
- \_\_\_\_\_ Homebuyer Biography Letter (***template included in packet***)
- \_\_\_\_\_ Conflict of Interest Form (***included in packet***)
- \_\_\_\_\_ Title VI Compliance Statement (***included in packet***)
- \_\_\_\_\_ Right to Appraisal Notice, Privacy Statement

Once you have the checklist items completed, you will be ready to submit the application. Place the checklist, application and documents back in the envelope. Be sure to put your name and phone number on the front label.



1030 Third St., Henderson, Ky 42420  
270-826-0015

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

Final Date to Submit: **10/31/2024**  
**@ 12pm**

## Application for Homebuyer Program

***This application must be filled out COMPLETELY. If not, your application WILL NOT be reviewed.***

HFHH must also operate in accordance with the Fair Housing Act (FHA), the Equal Credit Opportunity Act (ECOA), and the Americans with Disabilities Act (ADA).

- The FHA makes it unlawful to discriminate against any person in the sale, rental, advertising, or financing of housing on the basis of race, color, religion, sex (including gender identity and sexual orientation), disability, familial status, or national origin.
  - The ECOA makes it unlawful for any creditor to discriminate against any applicant, with respect to any aspect of a credit transaction, on the basis of race, color, religion, national origin, sex or marital status, age (provided the applicant is old enough to enter into a contract), source of income (such as public assistance) or because the applicant has in good faith exercised any right under the federal consumer credit laws.
- The ECOA defines a creditor as a person who, in the ordinary course of business, regularly participates in the decision of whether or not to extend credit. HFHH does this when the Board reviews the Family Selection Committee's recommendations. The affiliate is also a creditor because it makes loans to families who become HFHH home buyers.

### 1. APPLICANT INFORMATION

#### Applicant

#### Co-Applicant

Full Name: \_\_\_\_\_

Full Name: \_\_\_\_\_

Social Security #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Social Security #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Single  Married  Divorced  Legally Separated  Widowed

Single  Married  Divorced  Legally Separated  Widowed

Present Address: \_\_\_\_\_

Present Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

How Long? \_\_\_\_ yrs. \_\_\_\_ mths Own:  Rent:  Other:

How Long? \_\_\_\_ yrs. \_\_\_\_ mths: \_\_\_\_ Own:  Rent:  Other:

Phone: ( ) - E Mail: \_\_\_\_\_@\_\_\_\_\_

Phone: ( ) - E Mail: \_\_\_\_\_@\_\_\_\_\_

All other people in that will live in the Habitat household: (Do **NOT** include Applicant or Co-Applicant)

Name	Age	DOB	Relation	M/F	Name	Age	DOB	Relation	M/F
_____					_____				
_____					_____				
_____					_____				
_____					_____				

#### Highest Level of Education Completed (circle appropriate response)

**Applicant:**    High School   GED    Some College/Tech. Training   Associate Degree            4-Year College Degree   Graduate Degree

**Co-Applicant:**    High School   GED    Some College/Tech. Training   Associate Degree            4-Year College Degree   Graduate Degree

**I certify that I am currently a resident of Henderson County and have been for at least one (1) year**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Signature of Co-Applicant**



## 2. WILLINGNESS TO PARTNER

**To be considered for a Habitat home, you and your family must be willing to meaningfully participate as a partner with Habitat for Humanity of Henderson, Ky.**

**Please read each of the statements below and mark your answers.**

	Yes	No
<b>Applicant</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Co-Applicant</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I agree to avoid new consumer debt during the Program:</b>		
<b>Applicant</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Co-Applicant</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I understand that all collections must be paid off prior to approval:</b>		
<b>Applicant</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Co-Applicant</b>	<input type="checkbox"/>	<input type="checkbox"/>
All families are required to complete a minimum number of sweat equity hours. Your help in building your home and the homes of others in the program is called "Sweat Equity". This includes, but not limited to things like working at the construction sites, working in the ReStore or Affiliate Offices, attending home ownership classes, our fundraising events and other community outreach activities.		
	Yes	No
<b>Applicant</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Co-Applicant</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I am willing to complete the required sweat equity hours:</b>		
<b>Applicant</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Co-Applicant</b>	<input type="checkbox"/>	<input type="checkbox"/>

## 3. PRESENT HOUSING CONDITIONS/PROPERTY INFORMATION

**Please answer the following questions about your current residence:**

Number of bedrooms: \_\_\_\_ Number of Bathrooms: \_\_\_\_ Number of other rooms: \_\_\_\_ Is there an upstairs or basement? \_\_\_\_

Do you currently pay rent? \_\_\_\_ If so, what is your monthly rent payment? \_\_\_\_ Is it govt. subsidized? \_\_\_\_

Landlord Name: \_\_\_\_\_ Landlord Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Landlords Address: \_\_\_\_\_

Do you **own** any land or other types of real estate property? **YES or NO**

Do you currently have a mortgage or have you had a mortgage in your name before? **YES or NO**

**Select the needs that apply to your current situation. Check all that apply.**

- |  |   |   |                                |
|--|---|---|--------------------------------|
| <input type="checkbox"/> Substandard Housing | <input type="checkbox"/> Unsafe Neighborhood      | <input type="checkbox"/> Cost Burden            | <input type="checkbox"/> Other |
| <input type="checkbox"/> Overcrowded         | <input type="checkbox"/> Govt. Subsidized Housing | <input type="checkbox"/> Homeless/Temp. Housing |                                |

**In the space below, please describe in detail your current living conditions. Why do you need a Habitat house?  
*(This section must be completed!!)***

**Use additional sheets if needed**



Please provide your full legal name: First, Middle and Last for legal documents.

**4. EMPLOYMENT INFORMATION**

APPLICANT	CO-APPLICANT
Name, Address and Phone Number of <b>Current Employer</b> _____ _____	Name, Address and Phone Number of <b>Current Employer</b> _____ _____
Years at this employer? _____ Monthly (Gross) Wages: _____	Years at this employer? _____ Monthly (Gross) Wages: _____
Position or Title: _____	Position or Title: _____

**If you have been working at your current job less than one (1) year, please complete the following information:**

APPLICANT	CO-APPLICANT
Name, Address and Phone Number of <b>Previous Employer</b> _____ _____	Name, Address and Phone Number of <b>Previous Employer</b> _____ _____
Years at this employer? _____ Monthly (Gross) Wages: _____	Years at this employer? _____ Monthly (Gross) Wages: _____
Position or Title: _____	Position or Title: _____

**5. MONTHLY HOUSEHOLD INCOME**

Source of Income	Applicant	Co-Applicant	Household member 18+ Income	Other Income	Other Income	Total
Employer Wages						
Second Employer Wages						
Social Security Retirement						
Social Security						
Social Security Disability						
Social Security Survivor Ben.						
VA Benefits						
Child Support						
Alimony						
Totals						





**6. MONTHLY HOUSEHOLD EXPENSES (If none, write N/A in Monthly Amount column)**

Bills	Monthly Amount	Unpaid Balance	# Months Owed	To Whom Owed
Rent/Mortgage				
Electric				
Water				
Phone				
Satellite/Cable TV				
Internet/WIFI				
Car Insurance				
Health/Life Insurance				
Car Payment				
Alimony/Child Support				
Child Care				
Student Loans				
Total Medical				
Credit Card/Loan #1				
Credit Card/Loan #2				
Credit Card/Loan #3				
Other Expenses				

**7. SOURCE OF CLOSING COSTS**

Part of Henderson Habitat’s willingness to partner is the ability for the applicant(s) to pay a \$1,000 down payment and the first year’s homeowners insurance premium in full. These both are required to be paid no less than 30 days prior to closing on the loan. In the space below, please tell us how you plan to save the money you will need to pay these 2 required items for closing. (Example: Savings account, payment plan, etc) If approved for the program, we do require a savings plan to be set up in order to ensure you are able to have the funds needed to close on the home loan.

\*1<sup>st</sup> years home insurance premium estimate to prepare for is around \$900, but could be more or less depending on coverage, credit and insurance company.

**8. ASSETS**

**List all Bank Accounts**

Name of Bank	Balance
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____

**List All Cars You Own**

Make/Model	Vehicle Year
1. _____	_____
2. _____	_____



## 9. DECLARATIONS

**Please Circle the Best Answers to the Following Questions for You and the Co-Applicant**

	<b>Applicant</b>	<b>Co-Applicant</b>
a. Do you have any debt because of a court decision against you?	YES NO	YES NO
b. Have you been declared bankrupt within the past 3 years?	YES NO	YES NO
c. Have you had property foreclosed on in the last 5 years?	YES NO	YES NO
d. Are you currently involved in a lawsuit?	YES NO	YES NO
e. Are you paying alimony or child support?	YES NO	YES NO
f. Are you a U.S. citizen or permanent resident?	YES NO	YES NO

**Answering "yes" to these questions does not automatically disqualify you. If you answered "yes" to any question a through e, or "no" to question f, please explain on a separate sheet of paper.**

## 10. AUTHORIZATION AND RELEASE

I understand that by filing this application, I am authorizing Habitat for Humanity of Henderson, Ky to evaluate my financial situation and my actual need for a Habitat house, my ability to repay the no-interest loan, the other expenses of homeownership and my family's willingness to be meaningful partners while in the program. I understand that the evaluation will include personal visits, a credit check, a sex offender registry check, criminal background check and employment and rent verification. I understand that appearance on the National Sex Offender database will render me ineligible for application. I have answered all the questions on this application truthfully and to the best of my knowledge. I understand that if I have not answered the questions truthfully, my application may be denied, and that even if I have already been pre-approved to purchase a Habitat house, I may be disqualified from the program. The original copy of this application will be retained by Habitat for Humanity of Henderson, Ky even if the application is not approved.

**Applicant Signature**

**Date**

**Co-Applicant Signature**

**Date**

X \_\_\_\_\_

X \_\_\_\_\_



Habitat  
for Humanity®  
of Henderson, Kentucky

Application Received By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Credit Pulled By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Background Check Inquiry: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Finances Reviewed By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Applicant's Name \_\_\_\_\_ Co-Applicant's Name \_\_\_\_\_

**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 encourage to do so. The law provides that a lender may neither discriminate on the basis of the 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. (Lender must review the above material to assure that the disclosures satisfy all requirements to which the lender is subject under applicable state law for the loan applied for.)

Applicant	Co-Applicant
<input type="checkbox"/> I do not wish to furnish this information  <b>Race/National Origin:</b>  <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> White, not of Hispanic origin <input type="checkbox"/> Black, not of Hispanic origin <input type="checkbox"/> Hispanic <input type="checkbox"/> Other (specify) _____  <b>Sex:</b>  <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other  <b>Date of Birth:</b> ____/____/____  <b>Marital Status:</b>  <input type="checkbox"/> Married <input type="checkbox"/> Separated (legal) <input type="checkbox"/> Unmarried (incl. single, divorced, widowed)	<input type="checkbox"/> I do not wish to furnish this information  <b>Race/National Origin:</b>  <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> White, not of Hispanic origin <input type="checkbox"/> Black, not of Hispanic origin <input type="checkbox"/> Hispanic <input type="checkbox"/> Other (specify) _____  <b>Sex:</b>  <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other  <b>Date of Birth:</b> ____/____/____  <b>Marital Status:</b>  <input type="checkbox"/> Married <input type="checkbox"/> Separated (legal) <input type="checkbox"/> Unmarried (incl. single, divorced, widowed)

**To Be Completed ONLY By the Person Conducting the Interview**

<b>Application was received:</b>  <input type="checkbox"/> in-person <input type="checkbox"/> by US mail <input type="checkbox"/> by email	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Name</td> <td style="width: 50%;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Phone Number</td> </tr> </table>	Name		Signature	Date	Phone Number	
Name							
Signature	Date						
Phone Number							



## Homebuyer Background Check and Lien Search

I voluntarily and knowingly authorize Habitat for Humanity of Henderson, Ky to check my credit and background as well as conduct a lien search for the purpose of verifying my eligibility for homeownership.

I also authorize Habitat for Humanity of Henderson, Ky to check the sexual offenders' database. My name on this database will make me ineligible for Habitat homeownership.

All information will be kept confidential and will be used in compliance with the Fair Housing Act.

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

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

Current Address: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

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

***Please Note: Applicant and Co-Applicant both need to fill out this form and anyone age 18+ that will be living in the home. Make extra copies if needed or you can request additional copy from the office.***

Dear Applicant(s),

The questions below are optional, but are in place to give you the opportunity to address any issues that may show up on your background check. If you wish to answer the questions, please do so honestly. In most cases, a criminal record will not automatically disqualify you from the program. *Please Note: If anyone listed as part of the household on the application is on the Registered Sexual Offenders List, it will result in an automatic disqualification from the program.*

1. Have you ever been arrested and/or convicted of a crime? (*Exp. Check fraud, assault, theft, etc.*) Please list each instance separately:

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2. If so, please explain the nature each offense and any surrounding circumstances

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3. Please state if you have completed your sentence, fine, or are on probation. Please also state if you have any remaining commitments such as community services, child support, etc.

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4. If you answered yes to the above questions, please explain how you have moved past the experience and grown from it

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*Please Note: \*If you have any personal concerns not on your background check, but are issues you are worried about, please feel free to contact us to set up a time to meet privately and address your needs. This could be something like dealing with domestic violence in a relationship. Our trained staff is here to help in any way we can when you are approved for the Homebuyer Program. We can help answer any questions you may have and get you the information on resources you may need. Buying a home is stressful enough, so always feel free to reach out if you need to.*



**Habitat  
for Humanity®**  
of Henderson, Kentucky

1030 Third St  
Henderson, KY  
42420  
(270)826-0015

**AUTHORIZATION TO RELEASE INFORMATION FORM**  
**Habitat for Humanity of Henderson, Ky**

**Note: Submitting an incomplete or illegible form may delay the background check results.**

THE INFORMATION CONTAINED IN MY APPLICATION FOR EMPLOYMENT WITH Habitat of Humanity. (HEREINAFTER, "THE COMPANY") IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSE STATEMENT MADE BY ME IN CONNECTION WITH THE APPLICATION OR ANY RELATED DOCUMENTS WHICH IS DEEMED MATERIAL BY THE COMPANY SHALL RESULT IN THE COMPANY NOT APPROVING ME OR, IF APPROVED, TERMINATING MY ELIGIBILITY FROM THE COMPANY'S HOMEBUYER PARTNERSHIP PROGRAM. I UNDERSTAND AND AGREE THAT ALL INFORMATION FURNISHED IN MY APPLICATION AND ALL ATTACHMENTS MAY BE VERIFIED BY THE COMPANY OR ITS AUTHORIZED REPRESENTATIVE. I HEREBY AUTHORIZE ALL INDIVIDUALS AND ORGANIZATIONS NAMED OR REFERRED TO IN MY APPLICATION, STATE DEPARTMENT AND ANY LAW ENFORCEMENT ORGANIZATION TO GIVE THE COMPANY ALL INFORMATION RELATIVE TO SUCH VERIFICATION AND HEREBY RELEASE SUCH INDIVIDUALS, ORGANIZATIONS, AND THE COMPANY FROM ANY AND ALL LIABILITY FOR ANY CLAIM OR DAMAGE RESULTING THEREFROM. I HEREBY ACKNOWLEDGE THAT I HAVE BEEN INFORMED BY THE COMPANY THAT THE COMPANY MAY SEEK TO OBTAIN A CONSUMER REPORT AND/OR INVESTIGATIVE REPORT THAT WILL INCLUDE PERSONAL INFORMATION REGARDING ME, INCLUDING BUT NOT LIMITED TO, EDUCATIONAL HISTORY, WORK REFERENCES, DRIVING RECORD AND CRIMINAL CONVICTIONS OR ARREST RECORDS IF ALLOWED, IN ORDER TO ASSIST THE COMPANY IN MAKING CERTAIN HOMEBUYER PARTNERSHIP PROGRAM DECISIONS. I ALSO ACKNOWLEDGE THAT ANY REPORTS AND CRIMINAL BACKGROUND INFORMATION MAY BE REQUESTED AT ANYTIME DURING THE HENDERSON HABITAT HOMEBUYER PARTNERSHIP PROGRAM. I FURTHER ACKNOWLEDGE NOTIFICATION BY THE COMPANY THAT REPORTS MAY BE PROVIDED TO THE COMPANY BY OTHER FIRMS SUBCONTRACTED FOR THAT PURPOSE. I, MY HEIRS, ASSIGNS AND LEGAL REPRESENTATIVES, HEREBY RELEASE AND FULLY DISCHARGE THE COMPANY, ITS PARENT AND AFFILIATED COMPANIES AND THE RESPECTIVE OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES, AGENTS OF EACH, INCLUDING SUBCONTRACTORS, FROM ANY AND ALL CLAIMS, MONETARY OR OTHERWISE, THAT I MAY HAVE AGAINST THE COMPANY, ITS PARENT, AFFILIATES OR SUBCONTRACTORS, ARISING OUT OF THE MAKING, OR USE OF, EITHER A CONSUMER REPORT AND/OR INVESTIGATIVE REPORT, INCLUDING ANY ERRORS OR OMISSIONS CONTAINED OR OMITTED FROM SUCH REPORTS OR INVESTIGATIONS. THE COMPANY AGREES TO INFORM YOU IF ANY APPROVAL DECISION HAS BEEN INFLUENCED BY INFORMATION CONTAINED IN A CONSUMER REPORT, MADE AT OUR REQUEST TO VERISCREEN. YOU MAY OBTAIN A FREE COPY OF THE REPORT WITHIN SIXTY DAYS AND THE COMPANY WILL ALSO MAKE AVAILABLE TO YOU "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT." BY CALLING (270) 826-0015.

<b>PRINT NAME:</b>			
	<i>LAST NAME</i>	<i>FIRST NAME</i>	<i>FULL MIDDLE NAME(S)</i>
<b>DATE OF BIRTH:</b>		<b>SOCIAL SECURITY #:</b>	
<b>HOME PHONE #:</b>		<b>BUSINESS PHONE #:</b>	
<b>GENDER:</b>		<b>RACE:</b>	
<b>OTHER NAMES YOU HAVE USED (MAIDEN NAME &amp; DATES USED):</b>			

**Current and Previous Address- PROVIDE ALL ADDRESSES FOR THE PREVIOUS 5 YEARS** (use extra page if necessary)  
(Month/Year)

Street _____	From: _____
City, State, Zip, County _____	To: _____
Street _____	From: _____
City, State, Zip, County _____	To: _____
Street _____	From: _____
City, State, Zip, County _____	To: _____

<b>DRIVER'S LICENSE INFORMATION:</b>			
	License number	Expiration Date	State of Issue

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\*My signature above authorizes the release of the background report to the above designated company.

Authorized by: (HFHH Staff): \_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## Verification of Employment

Habitat for Humanity of Henderson, Ky requires income earned from **ALL** employers to be verified for the past 2 years. The following form must be completed by the employer of the applicant and co-applicant (*if applicable*). If either the applicant or co-applicant have not been at their current job for 2 years **AND/OR** there is more than 1 current employer, additional forms will need to be completed by the past 2 years of employers. If applicant(s) work multiple jobs, a separate form will need to be submitted for each job.

If there is any gap in employment, the applicant or co-applicant may submit a letter with the explanation of the gap in employment for consideration.

If you have any questions, please contact Homebuyer Services Coordinator at [crystal@hendersonhabitat.org](mailto:crystal@hendersonhabitat.org) or you can call 270-826-0015 Monday thru Friday between 9am-4pm.

## INCOME EMPLOYMENT

### SECTION A

**Part A must be completely filled out by the Habitat applicant, signed and dated and returned to Habitat for Humanity of Henderson, Ky. Please ensure mailing address for employer is correct.**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

I have applied for homeownership with Habitat for Humanity of Henderson, Ky. Please provide the salary and employment verification required below.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### SECTION B

**Part B must be completely filled out by the employer of the applicant listed above.**

Is the applicant employed by you? YES / NO

Position: \_\_\_\_\_

Dates of employment? \_\_\_\_\_ TO \_\_\_\_\_

Probability of continued employment? YES / NO

Full time: YES / NO      Part time: YES / NO

# Hours per week: \_\_\_\_\_ # Hours per year: \_\_\_\_\_

Base Pay: \$ \_\_\_\_ /hour or Salary: \$ \_\_\_\_\_

Base Pay: \$ \_\_\_\_\_ per year

Does the applicant work overtime? YES / NO

Estimated overtime per week: \_\_\_\_\_ per yr: \_\_\_\_\_

Does the applicant receive commission? YES / NO

\$ \_\_\_\_\_ Wkly/Mnthly/Qtrly/Yrly

Does the applicant receive Bonus/Tips? YES / NO

\$ \_\_\_\_\_ Wkly/Mnthly/Qtrly/Yrly

Is this employment seasonal? YES / NO

Does the applicant draw unemployment in off season? YES/NO

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Employer Printed Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Phone Number

The above information is confidential and will be used to determine applicant's eligibility for homeownership.  
Thank you for your cooperation.

**Please return the original form to:**  
Habitat for Humanity of Henderson, Ky  
Attn: Homebuyer Services  
P.O. Box 1071  
Henderson, Ky 42419





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For information about this form contact Director of Homebuyer Services at (270) 826-0015 or [shadley@hendersonhabitat.org](mailto:shadley@hendersonhabitat.org)

### Request for Verification of Rent

SECTION A REQUEST			
<b>1. To: Name and address of Landlord</b>		<b>2. From:</b> Habitat for Humanity of Henderson, Ky Attn: Homebuyer Services P.O. Box 1071, Henderson, Ky 42419	
<b>3. Lender:</b> HFHH-Shadley Stone	<b>4. Title:</b> Dir. of Homebuyer Services	<b>5. Date:</b>	<b>6. Lender's No. (optional):</b>
<b>7. Name and Address of Applicant(s):</b>			
<b>8. Signature of Applicant(s):</b>			
X		X	
SECTION B VERIFICATION OF RENT			
<p>We have received an application for a loan from the above, to whom we understand you rent. In addition to the information requested below please furnish us with any information you might have that will assist us in processing the loan.</p>			
Tenant rented from: _____/_____/_____ To: _____/_____/_____		<b>Is account satisfactory:</b> YES / NO <b>Please explain:</b> _____	
<b>Amount of rent:</b> \$ _____ per _____		<b>Number of late Payments:</b> _____ <i>(30 or more days late)</i>	
<small>*Payment history for the previous 12 months must be provided in order to comply with secondary mortgage market requirements.</small>			
<b>ADDITIONAL INFORMATION WHICH MAY BE OF ASSISTANCE IN DETERMINATION OF CREDIT WORTHINESS:</b>			
<b>Signature of Landlord/Rental Agent:</b> X	<b>Title:</b>	<b>Date:</b>	

**\* Applicant(s):** Be sure to fill out boxes 1,5,7 and sign in box 8. You will return this with your completed application packet.  
**DO NOT FILL OUT ANY OF SECTION B!**



## Rental Verification Form

Habitat for Humanity of Henderson, Ky requires rent verification for the past two years. The following form must be completed by the current landlord. If the applicant and/or co-applicant has not been at their current residence for at least 2 years or more, additional forms will need to be completed for any landlords covering the last 2 years. You can request additional forms by contacting our Homebuyer Services Coordinator below.

If you have any questions, please contact Homebuyer Services Coordinator at [crystal@hendersonhabitat.org](mailto:crystal@hendersonhabitat.org) or 270-826-0015 Monday thru Friday between 9am-4pm.

## Bank Verification Request Form

Habitat for Humanity of Henderson, Ky requires current bank account verification for the past two years. The attached form must be completed by a bank employee. Please include copies of the **most recent 6 months of complete bank account statements on all accounts in applicant(s) names.**

If you have any questions, please contact the Director of Homebuyer Services at [shadley@hendersonhabitat.org](mailto:shadley@hendersonhabitat.org) You may also call (270) 826-0015 Monday thru Friday from 9am-4pm



## Habitat of Henderson, Ky – Bank Deposit Verification Form

### SECTION A

Part A must be completely filled out by the Habitat applicant, signed and dated and returned with the Homebuyer Application Packet.

Please ensure mailing address for your employer is correct.

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Any Known Aliases: \_\_\_\_\_

Social Security # \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Employer: \_\_\_\_\_

Street Address:  
\_\_\_\_\_  
\_\_\_\_\_

State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

I have applied for homeownership with Habitat for Humanity of Henderson, Ky. Please provide verification of account information and banking deposits.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Applicant or Joint Account Holder

\_\_\_\_\_  
Date

**SECTION B**

***Section B must be completed by the financial institution***

<u>Account Type:</u>	<u>Acct# (last 4 digits only)</u>	<u>Current Balance</u>	<u>Avg. Balance (2 months)</u>	<u>Date Opened</u>
Checking	_____	_____	_____	_____
Checking	_____	_____	_____	_____
Savings	_____	_____	_____	_____
Savings	_____	_____	_____	_____

Other (CD's, 401K, Annuities, etc.)

Have there been any NSF activity or overdrafts? Yes No  
If yes, how many and when? \_\_\_\_\_

Any outstanding loans? Yes No  
If yes, list current balance \_\_\_\_\_

Has there been any late payments on loan in the last 12 months? \_\_\_\_\_

Further comments that may aid in determining creditworthiness of applicant?

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

\_\_\_\_\_  
**Bank Employee Signature**

\_\_\_\_\_  
**Date**





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## Right to Receive Copy of Appraisal

Dear Applicant:

This letter is to notify you that if accepted into the Habitat for Humanity Homebuyer program we may order an appraisal or other property valuation in connection with your loan and this cost may for the appraisal may be included in the total loan amount at closing. Upon completion of the appraisal or property valuation, we will promptly provide a copy to you, even if the loan does not close.

Thank you for your interest in Habitat for Humanity of Henderson, Ky. Please do not hesitate to contact us with additional questions.

**Shadley Stone**

*Director of Homebuyer Services*

Habitat for Humanity of Henderson, Ky

P: 270-826-0015

[shadley@hendersonhabitat.org](mailto:shadley@hendersonhabitat.org) or [crystal@hendersonhabitat.org](mailto:crystal@hendersonhabitat.org)

**Applicant:** \_\_\_\_\_

**Co-Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**every  
one**

deserves a decent  
place to live.



## Mortgage E-Sign Disclosure

This Habitat for Humanity of Henderson, Ky E-Sign Disclosure (“Disclosure”) applies to the mortgage loan that you have requested. The words “we,” “us,” and “our” means Habitat for Humanity of Henderson, Ky and the words “you” and “your” mean the individual(s) who have applied for the loan.

As used in this Disclosure, “communication” means any authorization, agreement, disclosure, notice, or other information related to your mortgage loan, including but not limited to information that we are required by law to provide to you in writing.

When you select the “Yes, I agree to receiving disclosures via e-mail.” box (on page two) this means, with respect to your mortgage loan, you agree that we may provide you with any communications relating to your mortgage loan in electronic format, and that we may discontinue sending mailed paper communications to you, unless/until you withdraw your consent as described below. Your consent to receive electronic Communications and transactions includes, but is not limited to, initial disclosures or agreements for your mortgage loan, notices or disclosures about a change in the terms of your loan and/or appraisals. If you select the “ No, I do not agree to receiving disclosures via e-mail.

All Communications that we provide to you in electronic form will be provided via e-mail at the e-mail address you specify on this disclosure (on page two) or as provided to your Loan Officer during your mortgage loan application.

You may withdraw your consent to receive Communications in electronic form by contacting us at 270-826-0015. We may treat your provision of an invalid e-mail address or the subsequent malfunction of a previously valid address as a withdrawal of your consent to receive electronic communications. We will not charge any fee to provide electronic communications or to process the withdrawal of your consent to receive electronic communications. Any withdrawal of your consent to receive electronic communications will be effective only after we have a reasonable period of time to process your withdrawal.

It is your responsibility to provide us with a true, accurate and complete e-mail address, contact, and other information related to this disclosure and to maintain and update promptly any changes in this information. You can update such information (such as your e-mail address) by contacting your Loan Officer.

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**E-mail Communication Requirements:** In order to access, view, and retain electronic communications that we make available to you, you must have:

- E-mail Address;
- Internet browser Internet Explorer;
- Adobe Acrobat Reader 8.0 or higher;
- An e-mail account with Internet service provider and e-mail software
- A personal computer, operating system and telecommunications connections to the Internet capable of receiving, accessing, displaying, and either printing or storing, communications received in electronic form from us via a plain text-formatted e-mail.

We will not send you a paper copy of any communication from us, unless you request it or we otherwise deem it appropriate to do so. You can obtain a paper copy of an electronic communication by printing it yourself or by requesting that we mail you a paper copy, provided that such request is made within a reasonable time after we first provided the electronic communication to you. To request a paper copy, contact us by telephone at 270-826-0015. We may charge you a reasonable service charge for the delivery of paper copies of any Communication provided to you electronically pursuant to your authorization. We reserve the right, but assume no obligation, to provide a paper (instead of electronic) copy of any communication that you have authorized us to provide electronically.

All communications in either electronic or paper format from us to you will be considered "in writing." You should print or download for your records a copy of your Early Disclosures, this Disclosure, your initial authorization to receive e-mail disclosures, any changes to that authorization, and any other communication that is important to you.

You acknowledge and agree that your consent to electronic communications is being provided in connection with a transaction affecting interstate commerce that is subject to the Federal Electronic Signatures in Global and National Commerce Act, and that you and we both intend that the Act apply to the fullest extent possible to validate our ability to conduct business with you by electronic means.

We reserve the right, in our sole discretion, to discontinue the provision of your electronic communications, or to terminate or change the terms and conditions on which we provide electronic communications. We will provide you with notice of any such termination or change as required by law.

**Yes, I agree to receiving disclosures via e-mail.**

**No, I do not agree to receiving disclosures via e-mail.**

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ @ \_\_\_\_\_

**Co-Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Co-Applicant Signature:** \_\_\_\_\_

**Co-Applicant's Email:** \_\_\_\_\_ @ \_\_\_\_\_





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## Privacy Statement and Notice

At Habitat for Humanity of Henderson, Ky we are committed to keeping your information private. We recognize the importance applicants, program families, and homeowners place on the privacy and confidentiality of their information. While new technologies allow us to more efficiently serve our clients, we are committed to maintaining privacy standards that are synonymous with our established and trusted name. When collecting, storing, and retrieving applicant, program family, and homeowner data – such as tax returns, pay stubs, credit reports, employment verifications and payment history – internal controls are maintained throughout the process to ensure security and confidentiality.

We collect nonpublic personal information about you from the following sources:

- Information we receive from you on applications or other forms
- Information about your transactions with us or others
- Information we receive from a consumer reporting agency.

We may disclose the following kinds of nonpublic personal information about you:

- Information we receive from you on applications or other forms, such as name, address, social security number, income, etc.
- Information about your transactions with us or others such as your loan balance, payment history, etc.
- Information we receive from a consumer reporting agency such as your credit history, credit worthiness, etc.

Habitat for Humanity of Henderson, Ky employees and volunteers are subject to a written policy regarding confidentiality and access to applicant data is restricted to Habitat for Humanity of Henderson's Affiliate Staff and Volunteers only on an as-needed basis. Information is used for lawful business purposes and is never shared with third parties without your consent, except as permitted by law. As permitted by law, we may disclose nonpublic personal information about you to the following types of third parties:

- Financial service providers, such as mortgage servicing agents
- Nonprofit organizations, government entities, or other subsidy providers

If you prefer that we do not disclose non-public personal information about you to nonaffiliated third parties, you may opt out of those disclosures, that is, you may direct us not to make those disclosures (other than disclosures permitted by law). If you wish to opt out of disclosures to nonaffiliated third parties, you may call Habitat for Humanity of Henderson, Ky 270-826-0015.





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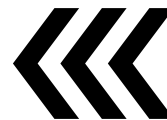
**1. Have you completed all the information needed on the application and the additional forms included in the packet?**




**2. Have you signed and dated where requested?**


**3. Have you obtained and included copies of ALL the required documents on the checklist?**

**4. Application fee for each applicant and must be paid when the completed application is submitted. \$40 application fee per applicant. (For example, if there is a co-applicant, the total due would be \$80)**



**Do you still have questions or need help with filling out the application?**

 Please call (270)826-0015 or email Homebuyer Services below to schedule an appointment:

 [shadley@hendersonhabitat.org](mailto:shadley@hendersonhabitat.org) or [crystal@hendersonhabitat.org](mailto:crystal@hendersonhabitat.org)

If your application is ready to be submitted, you can schedule a time to turn in on Mondays or you can turn in Tuesday thru Friday between 9am and 5pm. Applications must be brought to the Affiliate office entrance located at 1030 3<sup>rd</sup> St, Henderson, Ky.



**NOTE: APPLICATIONS WILL BE ACCEPTED BY APPOINTMENT ONLY ON SATURDAYS!**



**IF YOU NEED TO TURN IN ON A SATURDAY, YOU MUST CONTACT US TO SCHEDULE AN APPOINTMENT AT LEAST 24HRS IN ADVANCE!**



**Deadline for Submission by Appointment is October 31, 2024 at 12:00pm.**  
**Mailed in applications must be postmarked by October 31, 2024 to be considered.**



U. S. Department of Housing and Urban Development



**EQUAL HOUSING OPPORTUNITY**

**We Do Business in Accordance With the Federal Fair Housing Law**

(The Fair Housing Amendments Act of 1988)

**It is illegal to Discriminate Against Any Person Because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin**

- In the sale or rental of housing or residential lots
- In the provision of real estate brokerage services
- In advertising the sale or rental of housing
- In the appraisal of housing
- In the financing of housing
- Blockbusting is also illegal

Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination:

1-800-669-9777 (Toll Free)  
1-800-927-9275 (TTY)  
www.hud.gov/fairhousing

**U.S. Department of Housing and Urban Development**  
**Assistant Secretary for Fair Housing and Equal Opportunity**  
**Washington, D.C. 20410**

Previous editions are obsolete

form HUD-928.1 (6/2011)

 **I acknowledge that I have read and understand the Federal Fair Housing Law shown above.**

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_  
**Co-Applicant:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_



**Conflict of Interest Form- Partner Family Applicant**

Habitat for Humanity of Henderson, KY Inc (referred to as HFHH here in after). understands that potential conflicts of interests may arise from applicants of the HFHH. Partner Family Application Program.

If you are an employee or relative (sibling, child, niece/nephew, parent, grandparent, aunt/uncle.) of a HFHH employee, board member, or contractor you must disclose that information on this form below.

Note: Disclosing this information does not automatically disqualify you from the Habitat for Humanity of Henderson KY Inc.

*\*The relationship must be disclosed so that Habitat for Humanity of Henderson, KY Inc. can disclose the information to its granting agencies for their review.*

*\*If you fail to disclose this information to Habitat for Humanity of Henderson KY Inc. during the application process Habitat for Humanity of Henderson KY Inc. reserves the right to decline your application based on receiving an application with false information listed*

I **DO NOT** have a conflict of interest that I need to disclose to **HFHH**.

I am an **EMPLOYEE of HFHH** Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

I am the relative (sibling, child, niece/nephew, parent, grandparent, aunt/uncle.) of a  
**HFHH STAFF MEMBER:** Staff Member(s): \_\_\_\_\_ Position: \_\_\_\_\_

I am the relative (sibling, child, niece/nephew, parent, grandparent, aunt/uncle.) of a  
**HFHH BOARD MEMBER:** Board Members Name \_\_\_\_\_

I am the relative (sibling, child, niece/nephew, parent, grandparent, aunt/uncle.) of a  
**HFHH CONTRACTOR:** Contractors Name \_\_\_\_\_

Applicants Name: _____	Date: ___ / ___ / ___
Applicants Signature: _____	
Co-Applicants Name: _____	Date: ___ / ___ / ___
Co-Applicants Signature: _____	

## WHAT IS THE DIFFERENCE BETWEEN YOUR GROSS INCOME AND YOUR NET INCOME?

Gross income is the *total* amount of money you have earned before any taxes are deducted. (Such as local, state, federal, Social Security or Medicare) Also, any additional items like health insurance you may have taken out of your paycheck. (Examples: medical, dental, vision or life insurance). You may also have other pre-tax deductions that come out for things like retirement accounts, 401K or a pension plan. Depending on your employer, you could even have other items like union dues or uniform payments deducted from your paycheck.

How to figure your Gross Annual Income: This varies depending on how and when you are paid. Some people are paid an hourly wage which can vary depending on how many hours are worked during the actual pay period. Some people are paid an annual salary which is a set pay and divided up over the pay periods for the entire year. Another thing that plays into correctly figuring your gross and net pay is by how often you received a paycheck. Some of the most common are listed below along with an example of how to calculate the annual income for gross and net income.

**Net income is the “take-home” money after deductions for taxes, health insurance and retirement contributions.**

Multiply the hourly wage by the number of hours worked per week. Then, multiply that number by the total number of weeks in a year (52). For example, if an employee makes \$25 per hour and works 40 hours per week, the annual salary is  $25 \times 40 \times 52 = \$52,000$ .

<https://www.thecalculatorsite.com/finance/calculators/hourly-to-salary.php>

## How do I calculate time and a half?

**For employees on an hourly wage, there's a simple formula for calculating time and a half:**

Time and a half pay is your hourly rate of pay multiplied by 1.5.

Not sure what a week's salary amounts to? Just start by dividing what you make yearly by 52.

**Here is an example:** let's say that Jill works 40 hours a week and earns \$26,000 per year. We'll start by finding Jill's weekly salary. That's \$26,000 divided by the number of weeks in a year (52), which tells us that Jill makes \$500 each week.

Now we divide \$500 by the number of hours she works per week (40) and we will find that Jill's hourly pay rate is: \$12.50 per hour.

Finally, we take the hourly rate of \$12.50 x 1.5 which gives us \$18.75 per hour. This is what Jill makes at time and a half for each hour she works overtime.

**Phew! If all this math is making your head spin, don't worry - you can use this link online for figuring your pay up easily using one of your recent paychecks or W-2's.**

## Are You Ready for Homeownership?

Stepping back doesn't mean giving up...

"One thing I will tell people with a goal like homeownership, is that there's a **BIG** difference between 'no' and 'not yet'." Not everyone who wants to own their own home is necessarily ready to take such a life changing step and all the responsibility that comes along with buying a house. If it doesn't feel right or the thought of it just overwhelming... it is best to probably just step back and make some breathing room. "It's OK to do that." Purchasing a house should be a wonderful and exciting experience for a family to be able to have a home to call and make their very own. A place to fill with lasting memories of moments shared with family and friends over the holidays and special events. Trying to rush into buying a home could end up being a disaster if the person or family is not ready for the responsibility that owning a home entails.

There is no landlord to call when the furnace or AC goes out or something else breaks like a window, door or appliance. Instead of being a renter that can call the landlord to fix at their expense, a homeowner must call an electrician, plumber or other contractor to fix issues like this. How about when the yard needs to be mowed or gutters are clogged with leaves and needs to be cleaned out? Again, there is no landlord and the bank is not going to send someone out to mow or clean, so the homeowner is the one responsible for all the home maintenance like this. Sure, it would be nice if everyone could afford to pay a landscaper to mow the yard each week or clean gutter, etc... but that is not usually the case or even always in the budget.

Some people don't think about those types of things when trying to buy their own home and these are just "some" of the things that fall right on the homeowner. The bank lent the money to buy the home and they expect the buyer to keep paying the mortgage payment, taxes, insurance and utilities each month, as well as fix and upkeep anything else the house needs maintained. Taking care of a home is essential to making it last for many years to come. Unlike a vehicle that loses value over time as miles of wear and tear are put on it, a house that is well taken care of and maintained almost always will appreciate in value. This appreciation is often referred to as "equity" or the value the home has.

### Strengthening your finances

Thinking you may not be ready to purchase a house just yet? It's Okay! Just look at this as an opportunity to gather important information on buying a home and a chance to get your finances in even better shape. Being prepared is going to help you be in the best position possible when you feel you are ready to take on the responsibility of buying and owning your very own home. Our staff is happy to help anyone who has questions or would like to attend any of the classes we offer on credit, creating a budget, home maintenance, and more!

We believe everyone deserved a decent and affordable place to live and if you are willing to put in the effort, we are willing to help you towards the journey of becoming a future homeowner! Time to start budgeting like a true homeowner!

Use a [mortgage calculator](#) to estimate what an affordable monthly mortgage payment, including estimated property taxes and home insurance would be based on your current finances. Then add in utilities plus 20% of the monthly mortgage for unexpected maintenance and repairs. Now subtract your current rent payment from that amount and set aside the rest in a high-yield savings account or CD.

This way, if and when you feel like you are ready to purchase a home of your own, you will not have sticker shock or you're not house-rich and cash-poor because you didn't account for the other expenses!



## WE BUILD STRENGTH, STABILITY, SELF-RELIANCE AND SHELTER.

You want a smooth transition from the 'renter you' to the 'homeowner you.' If you're not ready to walk in that house and afford the ancillary costs of living there, that's when things will start to crumble down on your finances and ability to live comfortably in your home. You want to get to the place where the rental person is running at the same speed as the homeownership person, so when you get the keys to your own house, it's a smooth transition for you and your family.

When you're ready to buy, you can add that extra money you've put away earning interest in a savings account to your down payment or to help with purchasing the things you will need for taking care your home like a mower, weed eater, pressure washer, window blinds, furniture, fencing, etc...

Paying down credit cards and other debt will improve two measurements: your credit score and your debt-to-income ratio, or DTI. Both are key factors that lenders consider when deciding whether you qualify and at what rate.

A good DTI — the percentage of gross monthly income that goes toward debt — is generally under 36%. The lower the better.

Your credit score is based in part on credit utilization (*how you use the credit you have*) and the percentage of available credit used. Lowering your debt will lower credit utilization and help raise your score. Meanwhile, keep making on-time payments to preserve your good credit.

### **AVOID** making any big purchases!

Resist the temptation to vent your frustration in a spending splurge, whether it's running up a credit card balance or buying a new car when the old one suffices.

"That's the last thing you want to do when you're trying to purchase a home."

Another enticement may be to move to a nicer apartment. However, try to stay put if you can and it is safe and reasonable to do so. Paying another security deposit and other moving expenses could cut into your savings you will need for buying a home later.

## Reevaluate your wants and needs

This is a good time to look at the big picture.

"Do some soul searching and ask yourself, 'What am I looking for in a home?'"

Habitat Homeownership is a step-by-step opportunity. From the time a family applies, it can take anywhere from 12-18 months before a home is ready. There is a lot of work that needs to happen during this time to prepare for this big life adjustment.

Will you be ready for it?

Taking a pause can give you time to research the quality of life you want and the cost of living that life.

What goals for the future do you have? Do you want to be a homeowner and have the responsibility of taking care of a house that will require maintenance, yearly upkeep and eventually repairs like replacing an appliance that wears out. These are things that will be your responsibility to maintain, so we want you to know how to prepare yourself and your family for when the new home excitement wears off and reality sets in. Are you ready for the work it takes?

**Keep in touch with us!**

Besides fine-tuning finances and re-evaluating goals, keep in touch with us and check back in when you're ready.

The Henderson Habitat Homeownership Program is a partnership between us and the family buying the home. From the time an application is submitted, approved, home is built and we are ready to close on the home mortgage loan usually spans over a 12–18-month period. Once approved to partner with HFHH, your "sweat equity" starts and you are going to have to complete all the required steps in the process before you will be able to close on your home loan and get the keys to your very own house. During this time, you need to also maintain realistic expectations in knowing not everything will be perfect or happen as fast as you would like, but take this time to really reflect on what is to come so you are as prepared as you can be. Yes, it is exciting, but we do not want this excitement to cause you to miss the bigger picture.



**WE BUILD STRENGTH, STABILITY, SELF-RELIANCE AND SHELTER.**

If you have ever went to look for a new or used car and you apply for a loan at the bank to get it and you are approved? Maybe you were unsure if you could get approved because you had past credit issues or maybe never had established any credit before... Did you stop to ask what the interest rate was you were approved for? Were you too excited to drive away in that nice car to even care what it was because they said YES and approved you?!? How excited were you when you paid the first few payments and insurance? What about 6 months later? Were you still as excited for that car you wanted at that time so bad? Did you have regrets of buying it and think you should have waited or bought something less expensive? Had you thought about if something major went out on the car and you couldn't afford to fix it? What would you do? This is where we like to let families know that homeownership is something way bigger and more expensive than a car because for most people buying a home is the largest purchase they will ever make.

