

HABITAT FOR HUMANITY OF MONTGOMERY COUNTY 1501 SOUTH 7TH STREET CONROE, TEXAS 77301



We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, family status, or national origin.

HOME PROGRAM OVERVIEW

Habitat for Humanity Montgomery County helps individuals and families achieve **strength**, **stability** and **self-reliance** through **shelter**. Acceptance in the Home Program is based on three separate criteria, which is NEED, INCOME, and WILLINGNESS to partner with Habitat.

ELIGIBILITY REQUIREMENTS

You must meet the following criteria to be eligible to purchase a home from Habitat for Humanity Montgomery County, TX:

I. NEED for adequate housing (YOU MUST MEET AT LEAST ONE REQUIREMENT BELOW):

- A. Due to living in substandard housing
 - 1. Problem with structure damage, wiring, heating, bathroom, kitchen, etc.
 - 2. Inadequate conditions for a person living with disabilities.
 - 3. Overcrowding: Inadequate number of bedrooms, as determined by the number, ages and gender of household members.
 - 4. Homelessness: Living with friends or relatives or in temporary housing, including FEMA trailers.
- B. Due to inadequate financial resources
 - 1. Cost-burdened: Cost of rent is more than 30% of the household's monthly income.
 - 2. Applicant is unlikely to qualify for a conventional or government-assisted mortgage loan.
 - 3. Government-subsidized housing (e.g., housing authority or Section 8 housing).
 - 4. Income range: Gross household income (based on all means of income generated by each adult in the household) should fall below 60% and must never exceed 80% of the area median income for the household size.

II. LOW-TO-MODERATE INCOME - ABILITY TO PAY (YOU MUST MEET ALL SIX REQUIREMENTS BELOW):

1. Fall within the United States Department of Housing and Urban Development's (HUD's) annual income limit guidelines for Montgomery County, Texas (MCTX).

Family Size	1	2	3	4	5
Gross Minimum Income	28,320	32,360	36,400	40,440	43,680
Gross Maximum Income	56,640	64,720	72,800	80,880	87,360

- 2. Have a record of consistent taxable income through stable employment, or other sources, for **at least one year <u>prior</u>** to submitting this application.
- 3. Have enough income to pay the mortgage payment, homeowners' insurance and taxes. Property taxes are determined by the City of Conroe and Montgomery County. As a homeowner, you are responsible for paying utility bills, home maintenance, and repairs when necessary. The home mortgage will last for approximately 30 years and it is based on a zero % interest rate.
- 4. Have monthly expenses that do not exceed 45% of your monthly gross income.
- 5. All debt obligations, <u>past</u> and <u>present</u>, will be considered by a committee reviewing a recent credit history report. The amount of debt allowed will vary. A previously established credit history will help to support your future payment obligations.
- 6. Any adult members of the household, 18 and older, are required to pass a background check clearance.

III. WILLINGNESS TO PARTNER WITH HABITAT (YOU MUST MEET ALL FOUR REQUIREMENTS BELOW):

- 1. Be willing to contribute a minimum of 350 hours of your own labor (known as "sweat-equity"). This will be done by a combination of working on your own home, on houses of other Habitat partner families, taking required homeowner classes, and/or working at the Habitat MCTX ReStore.
- 2. The applicant Participates in the home visit.
- 3. Be willing to meet Habitat's requirements by responding promptly to requests for information.
- 4. The applicant agrees to avoid new consumer debt during this process.
- 5. Demonstrate honesty and responsibility through your credit history, your references, and the accuracy of information provided on your application. Failure to disclose information requested may result in closing your application.

FOR OFFICE USE ONLY

FOLLOW THESE INSTRUCTIONS TO APPLY

- Complete the application fully and honestly. If Habitat determines that any information contained in your application was materially and/or intentionally inaccurate, you will not be accepted into the Program. All information is confidential and only seen by the Board of Directors, Habitat Family Selection Committee, and staff.
- 2. The below documentation is required for us to accept your application for review. If these documents are not included, your application will not be accepted. It is important to note that it is your responsibility to make copies of all supporting documentation and to submit them with your application. We will <u>not</u> accept original documents. Additionally, we are unable to make copies for you. These items must be submitted with the application:
 - Copies of the last five (5) most recent pay stubs of employer pay stubs for the Applicant and Co-applicant.
 - Copies of the last two (2) years of your most recent 1040 income tax forms for the Applicant and Co-applicant.
 - · Copies of the last two (2) years of W-2 forms, from all employers, for the Applicant and Co-applicant.
 - Copies of any benefit determination letters for Social Security, Disability, Retirement, and/or proof of child support for all household members.
- 3. Return the completed application and attachments by mail to the address listed on the front page of the application.

AFTER YOU HAVE APPLIED

The Family Selection Committee will review your application. One of the committee volunteers will call you to set up a meeting to discuss your application. Once your application is reviewed, you will receive a notice of action within one month.

IF YOU ARE SELECTED

If your family qualifies to purchase a home, you will begin to build a relationship with Habitat by becoming partners in every stage of the planning and construction of your new home.

If you have any questions about your eligibility or need assistance with this application, please call the Habitat Office at 936-441-4663 or email family services@habitatmctx.org.

Please take a moment to let us know how you heard of Habitat for Humanity Montgomery County Home Program:

Word of mouth	
Website	
Social Media	
Church	
Another Social Serv	vice Agency (list name of Agency)
Other:	



Application

Habitat Homeownership Program



We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin.

Dear Applicant: Please complete this application for the Habitat for Humanity of Montgomery County, TX homeownership program truthfully, completely and accurately. All information you include on this application will be maintained in accordance with our privacy policy.

Type of credit

\Box I am applying for **individual credit**.

□ I am applying for joint credit. Total number of borrowers:

Each borrower intends to apply for joint credit. Your initials:

1A. APPLICANT INFORMATION					
Applicant	Co-applicant				
Applicant's name:	Co-applicant's name:Alternative and former names:				
Social Security number Home phone () Cell phone () Work phone () Age Date of birth (mm/dd/yyyy) Married Separated Unmarried (single, divorced, widowed, civil union, domestic partnership, registered reciprocal beneficiary relationship) (Fill out Section 14.)					
Dependents and others who will live with you: Age Male Female Name Age IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Dependents and others who will live with you (not listed by co-applicant): Name Age Male Female				
Number of years:	Number of years:				
If you have lived at your present address for less than two years, o	complete the following, for all addresses during the past two years:				
Previous address(es) (street, city, state, ZIP code): Own Rent	Previous address(es) (street, city, state, ZIP code): Own Rent				
FOR OFFICE USE ONLY — D Date received: Date of notice of incomplete application letter: Date of adverse action letter:	O NOT WRITE IN THIS SPACE Date of selection committee approval: Date of board approval: Date of partnership agreement:				

1B. MILITARY SERVICE	
Did you (or your deceased spouse) 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	
If yes, check all that apply:	
Currently serving on active duty with projected expiration date of service/tour/ (mm/dd/yyyy)	
Currently retired, discharged, or separated from service	
Only period of service was as a non-activated member of the Reserve or National Guard	
Surviving spouse	
Is anyone else in your household serving, or did they serve, in the United States Armed Forces? \Box Yes \Box No	
If yes, check all that apply:	
Currently serving on active duty with projected expiration date of service/tour/ (mm/dd/yyyy)	
Currently retired, discharged, or separated from service	
Only period of service was as a non-activated member of the Reserve or National Guard	

2. WILLINGNESS TO PARTNER

To be considered for the Habitat homeownership program, you and your	I AM WILLING TO COMPL		E REQUIRED
household members must be willing to complete a certain number of "sweat-	SWEAT-EQUITY HOURS:		
equity" hours, which may include hours spent helping to build your home and		Yes	No
the homes of others, attending homeownership classes, and/or other	Applicant		
approved activities.	Co-applicant		

3. PRESENT HOUSING CONDITIONS
Currently, are you: Renting Rent-free Own Jumber of bedrooms (please circle): 1 2 3 4 5
Dther rooms in the place where you are currently living:
n the space below, describe the condition of the house or apartment where you live. Why do you need a Habitat home?
If you rent your current residence, please supply a copy of your lease and a copy of the most recent money order receipt, bank statement or canceled rent check to evidence rent payment.
Name, address and phone number of current landlord:

4. PROPERTY INFORMATION						
□ I do not own any real estate (move to Section 5).						
If you own your residence, what is your monthly mortgage payment (including taxes, insurance, etc.)? Do you own land other than your residence? □ No □ Yes Monthly payment (including taxes, insurance, etc.) \$						
If you wish your property to be considered for building your Habitat home, please attach the deed, any existing appraisal and information about any liens. Note: A separate approval process will apply with respect to any such requests, as each parcel of land is unique and may not be suitable for building on through the Habitat program.						

	5. EMPLOYMEN	IT INFORMATION		
Applicant		Co-	applicant	
Does not apply		□ Does not apply.		
Name and address of CURRENT employer:	Start date (mm/dd/yyyy):	Name and address of CURRENT employer:		Start date (mm/dd/yyyy):
	Annual (gross) wages: \$	-		Annual (gross) wages: \$
Type of business:	Business phone:	Type of business:		Business phone:
If working at	current job less than one	year, complete the following inform	nation.	
Name and address of PREVIOUS employer:	Years on this job:	Name and address of PREVIOUS e	employer:	Years on this job:
	Annual (gross) wages: \$	-		Annual (gross) wages: \$
Type of business:	Business phone:	Type of business:		Business phone:
 Check if you are the business owner or are I have an ownership share of less than Monthly income (or loss) \$ 		ownership share of 25% or more.	applicants wi additional do	TE: Self-employed ill be required to provide cuments such as tax inancial statements.

		6. MONTHLY INCOME		
Income source	Applicant	Co-applicant	Others in household	Total
Salary/wages (gross)	\$	\$	\$	\$
TANF	\$	\$	\$	\$
Alimony	\$	\$	\$	\$
Child support	\$	\$	\$	\$
Social Security	\$	\$	\$	\$
SSI	\$	\$	\$	\$
Disability	\$	\$	\$	\$
Housing voucher (e.g., Section 8)	\$	\$	\$	\$
Unemployment benefits	\$	\$	\$	\$
VA compensation	\$	\$	\$	\$
Retirement (e.g., pension)	\$	\$	\$	\$
Military entitlements	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Total	\$	\$	\$	\$

HOUSEHOLD MEMBERS WHOSE INCOME IS LISTED ABOVE							
Name	Income source Monthly income Date of						

7. SOURCE OF DOWN PAYMENT AND CLOSING COSTS

Where will you get the money to make the down payment or pay for closing costs (for example, savings or gifts from family member or others; any grants for which you have or intend to apply)? If you borrow the money, whom will you borrow it from, and how will you pay it back?

8. ASSETS ZIP Type of asset and name Address City, state Account number Current balance/ of bank, savings and loan, value/vested credit union, retirement account, etc. (Do not amount (if include land here.) applicable) \$ \$ \$ \$ \$ \$ \$

9. LIABILITIES AND EXPENSES						
TO WHOM DO YOU OWE MONEY?		Applicant			Co-applicant	
Account	Monthly payment	Unpaid balance	Months left to pay	Monthly payment	Unpaid balance	Months left to pay
Auto loan	\$	\$		\$	\$	
Installment (e.g., boat, personal loan)	\$	\$		\$	\$	
Lease (e.g., furniture, appliances — includes rent-to-own)	\$	\$		\$	\$	
Alimony/separate maintenance	\$	\$		\$	\$	
Child support	\$	\$		\$	\$	
Revolving (e.g., credit cards)	\$	\$		\$	\$	
Student loan debt	\$	\$		\$	\$	
Open 30 days (balance paid monthly, e.g., travel card)	\$	\$		\$	\$	
Medical debt	\$	\$		\$	\$	
Other	\$	\$		\$	\$	
Other	\$	\$		\$	\$	
Total	\$	\$		\$	\$	

MONTHLY EXPENSES						
Account Applicant Co-applicant Total						
Rent	\$	\$	\$			
Utilities (electricity, water, gas)	\$	\$	\$			
Insurance (rental, car, health, etc.)	\$	\$	\$			
Child care	\$	\$	\$			
Internet service	\$	\$	\$			
Cell phone	\$	\$	\$			

Land line	\$ \$	\$
Business expenses	\$ \$	\$
Union dues	\$ \$	\$
Transportation expense (gas, bus pass, vehicle upkeep, etc.)	\$ \$	\$
Food and essential supplies	\$ \$	\$
Entertainment	\$ \$	\$
Other	\$ \$	\$
Other	\$ \$	\$
Total	\$ \$	\$

10. DECLARATIONS				
Please check the box beside the word that best answers the following questions for you and the co-applicant.	Applicant	Co-applicant		
a. Are there any outstanding judgments because of a court decision against you?	□ Yes □ No	🗆 Yes 🛛 No		
b. Have you declared bankruptcy within the past seven years? If YES, identify the type(s) of bankruptcy: □ Chapter 7 □ Chapter 11 □ Chapter 12 □ Chapter 13	□ Yes □ No	🗆 Yes 🗆 No		
c. Have you had any property foreclosed upon in the past seven years?	□ Yes □ No	🗆 Yes 🛛 No		
d. Are you party to a lawsuit in which you potentially have any personal financial liability?		🗆 Yes 🛛 No		
e. Have you conveyed title to any property in lieu of foreclosure or completed a pre-foreclosure sale or short sale (where the lender agreed to accept less than the outstanding mortgage balance due) within the past seven years?		🗆 Yes 🗌 No		
f. Are you currently delinquent or in default on any federal debt or any other loan, mortgage financial obligation or loan guarantee?		🗆 Yes 🛛 No		
g. Are you a co-signer or guarantor on any debt of loan that is not disclosed on this application?		🗆 Yes 🗆 No		
h. Are you a U.S. citizen or permanent resident?		🗆 Yes 🗆 No		
Note: If you answered "yes" to any question a through g, or "no" to Question h, please explain on a separate piece of paper.				

11. AUTHORIZATION, AGREEMENT AND RELEASE

I understand that by filing this application, I am authorizing Habitat for Humanity of Montgomery County, TX to evaluate my actual need for the Habitat homeownership program, my ability to repay an affordable loan and other expenses of homeownership, and my willingness to be a partner through sweat equity and otherwise according to Habitat for Humanity of Montgomery County, TX policy.

I understand that the evaluation will include personal visits, a credit check and employment verification (if applicable). I have answered all the questions on this application truthfully and accurately, and if any of the information provided changes after I submit this application, I will supplement this application, as applicable. I understand that if I have not answered the questions truthfully, accurately or completely, or fail to supplement this application as necessary to maintain its accuracy and completeness, my application may be denied, and that even if I have already been selected to receive a Habitat home, I may be disqualified from the program and forfeit any rights or claims to a Habitat home. The original or a copy of this application will be retained by Habitat for Humanity of Montgomery County, TX even if the application is not approved.

If this application is created as (or converted into) an "electronic application," I consent to the use of "electronic records" and "electronic signatures" as the terms are defined in and governed by applicable federal and/or state electronic transaction laws. I intend to sign and have signed this application either using my: (a) electronic signature or (b) a written signature and agree that if a paper version of this application is converted into an electronic application, the application will be an electronic record, and the representation of my written signature on this application will be my binding electronic signature.

I also understand that Habitat for Humanity of Montgomery County, TX screens all applicants on the sex offender registry. By completing this application, I am submitting myself to such an inquiry. I further understand that by completing this application, I am submitting myself to a criminal background check.

Applicant signature	Date	Co-applicant signature	Date
X		X	

PLEASE NOTE: If more space is needed to complete any part of this application, please use a separate sheet of paper and attach it to this application. Please mark your additional comments with "A" for applicant or "C" for co-applicant.

12. RIGHT TO RECEIVE COPY OF APPRAISAL

This is to notify you that if you qualify for the homeownership 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.

Applicant's name

Co-applicant's name _

13. DEMOGRAPHIC INFORMATION

PLEASE READ THIS STATEMENT BEFORE COMPLETING THE BOX BELOW:

The purpose of collecting this information is to help ensure that all applicants are being treated fairly, that the housing needs of communities and neighborhoods are being fulfilled, and to otherwise evaluate our programs and report to our funders. For residential mortgage lending, Federal law requires that we ask applicants for their demographic information (ethnicity, sex and race) in order to monitor our compliance with equal credit opportunity, fair housing and home mortgage disclosure laws. You are not required to provide this information but are encouraged to do so. You may select one or more designations for "Ethnicity" and one or more designations for "Race." The law provides that we may not discriminate on the basis of this information or on whether you choose to provide it. However, if you choose not to provide the information and you have made this application in person, federal regulations require us to note your ethnicity, sex and race on the basis of visual observation or surname. The law also provides that we may not discriminate on the basis of age or marital status information you provide in this application. If you do not wish to provide some or all of this information, please check below.

Applicant	Co-applicant
Ethnicity (check one or more): Hispanic or Latino Mexican Puerto Rican Cuban Other Hispanic or Latino – Origin: For example: Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on. Not Hispanic or Latino I do not wish to provide this information	Ethnicity (check one or more): Hispanic or Latino Mexican Puerto Rican Cuban Other Hispanic or Latino – Origin: For example: Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on. Not Hispanic or Latino I do not wish to provide this information
Sex:	Sex:
Race (check one or more):	Race (check one or more):
American Indian or Alaska Native — Name of enrolled or principal tribe:	American Indian or Alaska Native — Name of enrolled or principal tribe:
 □ Asian □ Asian Indian □ Chinese □ Filipino □ Japanese □ Korean □ Vietnamese □ Other Asian — race: For example: Hmong, Laotian, Thai, Pakistani, Cambodian, and so on. 	 Asian Asian Indian Chinese Filipino Japanese Korean Vietnamese Other Asian — race: For example: Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.
□ Black or African American	□ Black or African American
 Native Hawaiian or Other Pacific Islander Native Hawaiian Guamanian or Chamorro Samoan Other Pacific Islander — race: For example: Fijian, Tongan, and so on. 	 Native Hawaiian or Other Pacific Islander Native Hawaiian Guamanian or Chamorro Samoan Other Pacific Islander — race: For example: Fijian, Tongan, and so on.
 White I do not wish to provide this information 	 White I do not wish to provide this information
	1

To be completed only by the person conducting the interview				
Was the ethnicity of the Borrower collected on the Borrower collected on the b Was the sex of the Borrower collected on the b Was the race of the Borrower collected on the b	asis of visual observation or surname?	□ Yes □ Yes □ Yes	□ No □ No □ No	
This application was taken by: Interviewer's name (print or type) □ Face-to-face interview (included electronic				Interviewer's phone number
media w/video component)	Interviewer's signature			Date

14. UNMARRIED ADDENDUM

FOR BORROWER SELECTING THE UNMARRIED STATUS

Lender instructions for using the Unmarried Addendum: The lender may use the Unmarried Addendum only when a borrower selected "Unmarried" in Section 1 and the information collected is necessary to determine how state property laws directly or indirectly affecting creditworthiness apply, including ensuring clear title. For example, the lender may use the Unmarried Addendum when the borrower resides in a state that recognizes civil unions, domestic partnerships or registered reciprocal beneficiary relationships or when the property is located in such a state. "State" means any state, the District of Columbia, the Commonwealth of Puerto Rico, or any territory or possession of the United States.

If you selected "Unmarried" in Section 1:

Is there a person who is not your legal spouse but who currently has real property rights similar to those of a legal spouse? 🗌 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.

□ Civil union □ Domestic partnership □ Registered reciprocal beneficiary relationship □ Other (explain): _____

State:



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 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 at FTC Regional Office for the Southwest Region at Dallas, or Federal Trade Commission, 600 Pennsylvania Ave., NW Washington DC 20580.

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 this, 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 Habitat Home Program.

Applicant:	Co-applicant:
X	X
Print name:	Print name:
Date:	Date: