

Veterans Build Application Instructions

Thank you for your interest in Habitat for Humanity of Greater Palm Beach County's Homeownership Program. We are excited to launch our 2023 Veteran Build program and are committed to engage military service members, veterans, and their families in our mission of building homes, communities, and hope. Habitat GPBC believes that every veteran deserves to be welcomed home with dignity, honor, and respect. We are dedicated to serving those who serve by providing homeownership opportunities in Palm Beach County. We are looking to partner with veterans to help them build their own safe, decent, and affordable home, and are now accepting applications from former and current members of the military, or surviving spouses of deceased members of the military.

Please complete the following steps in order to continue with your application:

Applicant must be a veteran or active service member, or surviving spouses of a deceased member of the military to qualify for this homeownership opportunity.

- 1. Review the Qualifications for Homeownership flyer on page 2 of this packet to determine if you meet the qualifications and are interested in applying.
- 2. Indicate you have visited the property and would like to apply for the house on 304 N C Street, Lake Worth Beach, FL (new construction).
- 3. Make copies of all of the documents listed on the 'Document Checklist' on page 4.
- 4. Complete all sections of the paper application on pages 5 -12.
- 5. Applications will be accepted on a **first-submitted**, **first-completed**, **first-qualified**, **first-served basis**.

How to submit your application:

By mail or drop box:

Habitat for Humanity Greater Palm Beach County 181 SE 5th Avenue Delray Beach, FL 33483

If delivering in person, place application items in an envelope and put them in the mail slot in the front door.

If you have any questions about Habitat's homeownership program, please contact Kesley Mesalien at 561-680-2977 or email homeownerservices@habitatgreaterpbc.org

Please note we will NOT accept applications via email. To submit your application, please follow the instructions above.

Achieve the Dream of Homeownership with Habitat for Humanity!

Habitat for Humanity of Greater Palm Beach County partners with firsttime homebuyers to build safe, decent, and affordable homes. The homes are built together by utilizing volunteer labor, professional contractors, and materials that are donated or purchased locally.

Future Homeowners are required to invest a minimum of 300 partnership hours of their own labor (per applicant) into the construction of homes before being eligible to purchase their home utilizing a 30-year, interest-free loan.

How to Qualify for Homeownership:

To qualify to become a future Habitat Homeowner, you must meet three main requirements:

Need for Shelter:

- Must be a first-time homebuyer (have not owned a home in the past 3 years).
- Living in overcrowded, substandard, temporary, or public housing; or are paying an unaffordable price for rent.
- Unable to secure adequate housing through the private market.

Ability to Pay:

- · Sustain a savings account.
- · Have acceptable credit history
- Earn an annual income that falls within 30% to 80% of area median income as determined annually by HUD (*in order to qualify, each Habitat GPBC home area may have a specific income requirement.

| Family Size | Minimum Income | Maximum Income |
|-------------|----------------|----------------|
| 1 | \$20,450 | \$54,550 |
| 2 | \$23,400 | \$62,350 |
| 3 | \$26,300 | \$70,150 |
| 4 | \$30,000 | \$77,900 |
| 5 | \$35,140 | \$84,150 |
| 6 | \$40,280 | \$90,400 |
| 7 | \$45,420 | \$96,600 |
| 8 | \$50,560 | \$102,850 |



Income Limits from HUD as of March 2023

Willingness to Partner:

- Applicant must be a US Citizen or permanent resident.
- Invest a minimum of 300 "partnership hours" (volunteer labor) per applicant.
- Attend monthly meetings, educational homeownership classes, and budget and credit counseling sessions.
- Willing to enter in a 30-year partnership with Habitat Greater PBC, living in areas where we are currently building.



Our Mission:

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

Our Vision:

A world where everyone has a decent place to live.



For questions regarding the qualifications for homeownership program, please contact:

Kesley Mesalien Homeowner Services Mgr.

561-680-2977

homeownerservices@habita tgreaterpbc.org



PROPERTY INFORMATION & ACKNOWLEDGEMENT

Property Address: 304 N C Street, Lake Worth Beach, FL

Property Type: Single Family Home, 3bed/2 bath (new construction)



Acknowledgement:

| By signing below, I understand that this application for the property located at 304 N C Street, Lake Worth Beach, FI |
|---|
| acknowledge that I have physically visited the home sites and would like to apply to purchase the home. |
| |
| |

| (Applicant Signature) | (Print Name) | (Date) |
|---------------------------|--------------|--------|
| (Co- Applicant Signature) | (Print Name) | (Date) |



HOME BUYER PROGRAM APPLICATION DOCUMENTS CHECKLIST

The documents below are <u>required</u> to continue in the application process for Habitat for Humanity of Greater Palm Beach County's Home Buyer Program. Please submit these documents with the rest of your Initial Qualification Packet.

| Applicant | Co-Applicant | |
|---------------|-------------------|--|
| | | Copy of driver's license for each Applicant/Co-Applicant with current address |
| | | Copy of official documentation from the military such as an individual's DD-214 form. |
| | | Proof of U.S. citizenship or Residency for each Applicant/Co-Applicant and any others who will be living in the home. Citizens: Acceptable proof is an original or certified copy of a birth certificate bearing an official seal, Certificate of U.S. citizenship/Form N-550 or N-561, Certificate of Naturalization/Form N-550 or N-570, copy of U.S. passport Residents: If not a U.S. citizen, acceptable proof is Permanent Resident Card or Alien Registration Receipt Card Copy of Social Security Card for any Applicant/Co-Applicant and others who will be living in the home |
| | | who will be living in the home |
| | | Copy of the last 30 days paystubs for all jobs for applicant /co-applicant and all working adult household members |
| | | Proof of all other income: award letters, child support, & social security income of all Household members |
| | | Last 3 months bank statements for all accounts, including all pages for Applicant/Co-Applicant |
| | | Check or money order for Credit Check fee of \$40 per applicant/co-applicant. We do not accept cash. |
| Acknowledg | <u>gement</u> | |
| | must make copie | dered incomplete if you do not submit all required documentation on the checklist s of your documentation before submitting your application, Habitat is unable to |
| I understand | d that my applica | tion will not be considered complete until all required documentation is submitted. |
| Applicant Sig | gnature | |
| Co-Applicant | : Signature | |



Application

Habitat Homeownership Program

Applications will be accepted on a first-submitted, first-completed, first-qualified, first-served basis.



Dear Applicant: Please complete this application for the Habitat for Humanity homeownership program truthfully, completely and accurately. All

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.

| iniormation you | include on this application will t | be maintained in | accordan | e with our privacy policy. |
|--|---|-------------------------|--------------|---|
| Type of credit | ☐ I am applying for individu ☐ I am applying for joint cre ☐ Each borrower intends to a | dit. Total numbe | | |
| | | 1A. AF | PLICAN | T INFORMATION |
| | Applicant | | | Co-applicant |
| | ne: former names: | | | Co-applicant's name: |
| Home phone (| number | e, divorced, widowed, « | civil union, | Social Security number |
| Name | d others who will live with you: Age (street, city, state, ZIP code): | | Female | Dependents and others who will live with you (not listed by co-applicant): Name Age Male Female |
| Number of years | : | | | Number of years: |
| - | s(es) (street, city, state, ZIP code) | : Own 🗆 | Rent | Previous address(es) (street, city, state, ZIP code): Own Rent Number of years: O NOT WRITE IN THIS SPACE |
| Date received: Date of notice of Date of adverse | incomplete application letter:action_letter: | | | Date of selection committee approval: Date of board approval: Date of partnership agreement: |

| 1B. MILITAR | Y SERVICE | | | | | | | |
|--|---|-----------------------|---|--|--|--|--|--|
| Did you (or your deceased spouse) serve, or are you currently serving, in the U | | | | | | | | |
| (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 | | | | | | | | |
| s anyone else in your household serving, or did they serve, in the United States Armed Forces? Yes No | | | | | | | | |
| If yes, check all that apply: | | | | | | | | |
| Currently serving on active duty with projected expiration date of serving. Currently retired discharged or experted from service. | ce/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 | S TO PARTNER | | | | | | | |
| To be considered for the Habitat homeownership program, you and your | | COMPLETE THE R | FOLIRED | | | | | |
| household members must be willing to complete a certain number of | PARTNERSHIP H | | Edones | | | | | |
| partnership hours, which may include hours spent helping to build your home | Applicant | Yes □ | No □ | | | | | |
| and the homes of others, attending homeownership classes, and/or other approved activities. | Applicant Co-applicant | П | П | | | | | |
| approved detivition. | об аррисан | | | | | | | |
| 3. PRESENT HOUS | SING CONDITION | IS | | | | | | |
| Currently, are you: ☐ Renting ☐ Rent-free ☐ Own | | | | | | | | |
| Number of bedrooms (please circle): 1 2 3 4 | 5 | | | | | | | |
| Other rooms in the place where you are currently living: | ☐ Bathroom | ☐ Living room | ☐ Dining room | | | | | |
| Other (please describe): | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| In the space below, describe the condition of the house or apartment where | vou live. Why do v | ou need a Habitat h | ome? | | | | | |
| | <u>, , , , , , , , , , , , , , , , , , , </u> | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| If you rent your current residence, please supply a copy of your | our lease and a co | ony of the most rec | ent money order receipt | | | | | |
| bank statement or canceled rent | | | ent money order receipt, | | | | | |
| Name, address and phone number of current landlord: | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| <u>L</u> | | | | | | | | |
| 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 insurance, etc.)? | | | n your residence? ☐ No ☐ Yes g taxes, insurance, etc.) | | | | | |
| \$/month Unpaid balance \$ | | iny payment (includin | , | | | | | |
| | | | | | | | | |
| If you wish your property to be considered for building your Habitat home, pleas Note: A separate approval process will apply with respect to any such requests | | | | | | | | |

through the Habitat program.

| 5. EMPLOYMENT INFORMATION | | | | | |
|---|-----------------------------------|--|--|-----------------------------|--|
| Applicant | | Co-applicant | | | |
| ☐ Does not apply. | | □ Do | es 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: | | Type of business: | | Business phone: | |
| If working at | current job less than one y | year, complete the following inform | ation. | | |
| Name and address of PREVIOUS employer: | Years on this job: | Name and address of PREVIOUS e | mployer: | 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 | self-employed. | | | TE: Self-employed | |
| ☐ I have an ownership share of less than 2 Monthly income (or loss) \$ | additional doc | | Il 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 birth | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

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

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

| 10. DECLARATIONS | | | |
|---|--|--------------|--|
| Please check the box beside the word that best answers the following questions for you and the co-applicant. | | Co-applicant | |
| a. Are there any outstanding judgments because of a court decision against you? | | ☐ Yes ☐ No | |
| b. Have you declared bankruptcy within the past seven years? | | ☐ Yes ☐ No | |
| If YES, identify the type(s) of bankruptcy: ☐ Chapter 7 ☐ Chapter 11 ☐ Chapter 12 ☐ Chapter 13 | | | |
| c. Have you had any property foreclosed upon in the past seven years? | | ☐ 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 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 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 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 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-appli | cant |
|---|-----------------------------------|---|----------------------------------|
| Ethnicity (check one or more): Hispanic or Latino Mexican Puerto Rican Cu Other Hispanic or Latino – Origin: For example: Argentinean, Colombian, Do 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 Other Hispanic or Latino – Origin: For example: Argentinean, Colombine Salvadoran, Spaniard, and so on. Not Hispanic or Latino I do not wish to provide this information | |
| Sex: Female Male I do not wish to | provide this information | Sex: Female Male I do not | wish to provide this information |
| | | ☐ Black or African American☐ Native Hawaiian or Other Pacific Islan | on. |
| To b | pe completed only by the p | person conducting the interview | |
| Was the ethnicity of the Borrower collected on the beautiful Was the sex of the Borrower collected on the beautiful Was the race of the Borrower collected on the beautiful This application was taken by: Face-to-face interview (included electronic) | asis of visual observation or sur | rname? | Interviewer's phone number |
| media w/video component) By mail By telephone | 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.

| 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? $\ \square$ No $\ \square$ 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 into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that monitors compliance with this law concerning this company is the Federal Trade Commission, with offices at 225 Peachtree Street, NE, Atlanta GA, 30303.

You need not disclose income from alimony, child support or separate maintenance payment if you choose not to do so. However, because we operate a Special Purpose Credit Program, we may request and require, in order to determine an applicant's eligibility for the program and the affordable mortgage amount, information regarding the applicant's marital status; alimony, child support and separate maintenance income; and the spouse's financial resources.

Accordingly, if you receive income from these sources and do not provide this information with your application, your application will be considered incomplete, and we will be unable to invite you to participate in the Habitat program.

| Applicant(s): | |
|---------------|-------------|
| X | X |
| Print name: | Print name: |
| Date: | Date: |

15. WHAT HAPPENS NEXT?

Once you have returned a fully completed application, with copies of your required documentation, Habitat for Humanity of Greater Palm Beach County will review of your application to determine if you meet the initial requirements of the program relating to the following areas:

HOUSING NEED, ABILITY TO REPAY, & WILLINGNESS TO PARTNER.

Within 30 days of submitting a complete application, we will notify you in writing of the status of your application. If an application is missing information, or the additional financial documents are not included, we will consider it an INCOMPLETE APPLICATION, and provide you a deadline to return the missing items. Your ability to complete this application, following all instructions, including all supplemental documentation, and returning everything prior to deadline, will be the first review into how we measure your overall WILLINGNESS TO PARTNER. Additional factors will contribute to this throughout the application review process.

If you are approved to move on to phase 2, we will conduct a deeper review of your **ABILITY TO REPAY**, including, but not limited to, an Employment Verification, Rent History, Background Check, Sex Offenders Registry check, and other non-traditional credit reviews. We will also request additional documents & examine a longer range of paystubs, bank statements and other financial documents to see your finances on a longer timeline.

If you meet the necessary credit and income requirements, you will then be interviewed by our staff, and have a home visit performed by members of our Homeowner Services Selection Committee where we will make a determination on your **HOUSING NEED**. The Board of Directors will have final approval.

12