



DO NOT DETACH

Special Opportunity to Serve Homeless Families with Special Needs!

In addition to our regular housing program, Sussex County Habitat for Humanity (SCHFH) is looking to partner with families who have special needs and are facing homelessness. While we are seeking an opportunity to serve these specific populations, SCHFH is an equal housing opportunity program. We do not discriminate on the basis of race, sex, color, age, disability, religion, national origin, family status, marital status, sexual orientation or because all or part of income is derived from any public assistance program. Please note: all families applying to Habitat will be approved based on their ability to meet our three criteria:

1. Ability to pay
2. Demonstrated need for decent, affordable housing
3. Willingness to partner with Sussex County Habitat for Humanity

Please circle the criteria that may apply below: (for those that choose to self-report)

Special Needs defined as:

- Frail elderly person (one who is unable to perform at least three (3) activities of daily living such as eating, bathing, grooming, dressing, and home management),
- Mentally or physically disabled persons,
- Persons recovering from physical abuse or alcohol or drug abuse, or
- Persons with HIV/AIDS

Homeless

- Persons who are sleeping in places not meant for human inhabitation.
- Persons sleeping in emergency shelters.
- Persons graduating from a transitional housing program specifically for homeless persons.
- Persons being discharged from an institution or foster care with no permanent residence available.
- Persons who **would be** discharged from an institution if they had a permanent residence available.
- Victims of domestic violence.
- Persons who are “doubled-up” and are in a situation of overcrowding.





Turning Hope into Homes

PRE-APPLICATION FORM GENERAL INFORMATION AND INSTRUCTIONS KEEP THIS PAGE FOR YOUR RECORDS

Welcome to Sussex County Habitat for Humanity's homeowner selection process. We are very pleased that you have expressed an interest in becoming one of our homeowner-partners. Sussex County Habitat for Humanity is a non-profit, non-denominational Christian housing ministry that builds simple, decent and affordable homes in partnership with low-income families in Sussex County. We are seeking qualified families for the **10** or more homes we plan to sell in the next year.

Qualifying for a home: Families are qualified through a process that considers the need for housing, a family's ability to pay a no-profit, affordable mortgage, and the family's willingness to fulfill all of the requirements related to being a Habitat partner family. Additionally, the applicant(s) must be living or working in Sussex County and have steady income.

Some of the program requirements are:

- Investing 200 hours per adult in "sweat equity" building your own home and the homes of other Habitat partner families;
- Depositing up to \$2,500 in closing costs for the purchase of your home;
- Paying off all delinquent debt before settlement ;
- Attending homeownership preparation classes;
- Learning about construction and home maintenance; and
- Being a good ambassador for Habitat in the community.

Instructions for applying for a home:

Send in the following items:

- The completed (front & back) pre-application questionnaire
- Copies of your two most recent pay stubs showing Year-to-Date gross earnings for each job you have (for both "Applicants" & "Co-Applicants")
- Copy of statement of any additional income (i.e. child support, disability, SSI)
- Signed authorization form to check credit report
- Signed release to check sex offender registries
- A money order for \$25 made out to SCHFH for the application fee. *Note: We do not accept checks or cash. You can purchase a money order at your local Post Office. The application fee is used to purchase your credit report. You may request a copy to be printed for you to pick up at our office. If you apply multiple times, you will only be charged the application fee once in any given three month period.

Answer the following questions to see if you should apply for a Habitat house:

- ❖ Do you live or work in Sussex County? Yes No
 - ❖ Does your family's monthly gross income fit within the following guidelines? Yes No
- | <u>Family Size</u> | <u>Income Not Less Than</u> | <u>Income Not More Than</u> |
|--------------------|-----------------------------|-----------------------------|
| 1 | \$1,650 | \$2,165 |
| 2 | \$1,650 | \$2,475 |
| 3 | \$1,650 | \$2,785 |
| 4 | \$1,650 | \$3,090 |
| 5 | \$1,650 | \$3,340 |
| 6 | \$1,650 | \$3,585 |
| 7 | \$1,650 | \$3,835 |
- ❖ Do you live in substandard, overcrowded or overly expensive housing? Yes No

If you answered "Yes" to these questions, you may qualify for a Habitat for Humanity house!

We do not discriminate on the basis of race, sex, color, age, disability, religion, national origin, family status, marital status, or because all or part of income is derived from any public assistance program.





Pre-Application Questionnaire

Please print clearly in INK. Fill in ALL sections.

Answer questions on both FRONT and BACK.

Note: This questionnaire is not an application



Applicant Information: "Applicant" refers to the person who wants to be the homeowner.

Name: _____
 First Middle Last Social Security Number Date of Birth

Mailing Address: _____
 Street Apt. No. City State Zip Code

Preferred Phone(s): _____ Home Work Cell

- Have you been gainfully employed for the past year? and have the last 2 years W-2 Yes No
- Are you a U.S. citizen or permanent resident? Yes No
 - If not, do you have a Work Authorization Card? Yes No
- Is anyone in your household a veteran or on active duty? Yes No
- Have you enclosed your last two paystubs showing gross YTD income? Yes No
 - This pay is weekly twice monthly monthly
- Have you enclosed and signed (both sides) your release and waiver form? Yes No
- Have you enclosed the \$25 application fee (money order)? Yes No

Main Employer: _____ Location: _____

How long have you worked here? _____ Full-time Part-time Hours worked each week? _____

Co-Applicant Information: "Co-Applicant" is any adult presently residing with you, regardless of whether that person will share in homeownership.

Name: _____
 First Middle Last Social Security Number Date of Birth

Mailing Address: _____
 Street Apt. No. City State Zip Code

Preferred Phone(s): _____ Home Work Cell

- Have you been gainfully employed for the past year? and have the last 2 years W-2 Yes No
- Are you a U.S. citizen or permanent resident? Yes No
 - If not, do you have a Work Authorization Card? Yes No
- Have you enclosed the last two paystubs showing gross YTD income Yes No
 - This pay is weekly twice monthly monthly
- Have you enclosed your signed (both sides) release and waiver form? Yes No

Main Employer: _____ Location: _____

How long have you worked here? _____ Full-time Part-time Hours worked each week? _____

Additional Household Income (Monthly)

ADDITIONAL Applicant Income: \$ _____
(NOT listed above)

ADDITIONAL Co-Applicant Income \$ _____
(NOT listed above)

Child Support: \$ _____

Food Stamps: \$ _____

Disability Income: \$ _____

Other Income: \$ _____

Monthly Debt/Expenses for

Applicant and Co-Applicant

Rent amount: \$ _____

Car Payment(s): \$ _____

Credit Card Payments: (add all minimum payment amounts) \$ _____

Student Loan Payments: \$ _____

Other Scheduled Debt Payments: (Add all minimum payments amounts) \$ _____

Your Housing Need:

Number of bedrooms in current residence _____ Number of people living in current residence _____

Total number of people who would be living in your Habitat home _____

List all children who would be living in your Habitat home:

	<u>Age</u>	<u>Male</u>	<u>Female</u>		<u>Age</u>	<u>Male</u>	<u>Female</u>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Does Applicant or other family member have special needs or accommodations in regards to housing?

Yes No If yes, what are your special needs? _____

Describe your current housing situation. Tell us why you need a Habitat house. If additional space is needed, please attach a separate sheet of paper.

Your Willingness to Partner with Sussex County Habitat for Humanity:

If your family is selected, are you willing to meet the requirements for our partner families, including:

- investing 200 hours per adult in "sweat equity" building your own home and the homes of other Habitat families;
- saving up to \$2,500 in closing costs for your home;
- attending monthly homeownership preparation classes, both before and after your house is built;
- learning about construction and home maintenance;
- assisting WEEKLY during the building of your own home; and
- being a good ambassador for Habitat in the community so this important work can continue?

Yes, I am/we are willing to meet these requirements if selected for the program.

No, I am/we are not willing to meet these requirements.

Once you have completed filling in both sides of this Pre-Application Questionnaire and have signed and dated it, return the questionnaire, with the other requested materials, to our office at the address below.

- When we receive your questionnaire, it will be reviewed; we will verify your need, confirm that your income is within our guidelines, pull your credit report to confirm that if you have delinquent debt, the total is under \$3,000; and confirm that the names of the adults in your household do not appear on state and national sex offender registries. A money order for \$25 is required for the questionnaire to be processed. The application fee is required once in any three month period. You will receive a response from us within one month.
- Families who meet our pre-qualification requirements are invited to attend an **application appointment** where our program is discussed in detail and the family completes the program application.
- Once the application appointment is conducted, a site visit may be scheduled. The Family Services Committee will make a recommendation to the Board of Directors, who decide which families are approved for partnership.

By signing and submitting this questionnaire, I/we request consideration for Sussex County Habitat for Humanity homeownership program. I/we understand that this form is a pre-application questionnaire and not an application. I understand that my credit report will be printed and used to help determine my eligibility and that my/our name will be checked against state and national sex offender registries. I have answered all questions truthfully.

_____ Date: _____

Applicant Signature

_____ Co-Applicant Signature

RETURN THIS QUESTIONNAIRE TO SUSSEX COUNTY HABITAT FOR HUMANITY, ATTN: FAMILY SERVICES COORDINATOR, P.O. BOX 759, GEORGETOWN, DE. 19947.

FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE

Date Received _____ \$25 payment: _____ Date of Action: _____

Action Taken: Approved _____ Disapproved _____ Reason: _____ 4.4.16

Sussex County Habitat for Humanity
P.O. Box 759, Georgetown, DE 19947

Phone: 302-855-1153
Fax: 302-855-9262

NOTICE OF SEXUAL OFFENDER REGISTRATION CHECK

Please take notice that in accordance with the policy of Habitat for Humanity International and Sussex County Habitat for Humanity, the names of all applicants and co-applicants for a Habitat house and all members of their household that are age 16 or older will be checked against one or more sexual offender registration data bases. If your name, the name of a co-applicant or the name of any member of your household appears in such a registry, you should immediately so notify Sussex County Habitat for Humanity. A photocopy of this Authorization shall be considered as effective and valid as the original.

Applicant's Signature

DATE

Co-Applicant's Signature

DATE

For Office Use Only

Applicant's Name: _____

Co-Applicant's Name: _____

Name of Registry Checked: _____

Applicant's name does not or does appear in the registry.

Co-Applicant's name does not or does appear in the registry.

Registry Checked By (Name): _____

Date: _____

4.4.2016 mer

Sussex County Habitat for Humanity
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AUTHORIZATION TO PROVIDE/RELEASE INFORMATION

You are hereby authorized to provide Sussex County Habitat for Humanity or its designated representatives any and all information that you have relating to my credit history, employment history, income, bank and similar balances, and copies of my income tax returns. I hereby release you and Sussex County Habitat for Humanity from all legal responsibility or liability that may arise from your honoring this Authorization and its use of same. A photocopy of this Authorization shall be considered as effective and valid as the original.

Applicant's Signature

DATE

Co-Applicant's Signature

DATE

