



## NOTICE:

This is an application for Blount County Habitat for Humanity's (Habitat) **Homebuilder Program**. Habitat is seeking **2 eligible homebuyers and 1 alternate homebuyer** to purchase homes to be built at 349 Spurlock Street and 371 Spurlock Street in Alcoa, Tennessee.

**SPACE IS VERY LIMITED AND APPLICATIONS WILL ONLY BE REVIEWED UNTIL THE 2 HOMEBUYERS AND 1 ALTERNATIVE BUYER ARE IDENTIFIED.**

**APPLICATION SUBMISSION BEGINS WEDNESDAY, NOVEMBER 17, 2021. DO NOT SUBMIT YOUR APPLICATION BEFORE THIS DATE. READ THE LETTER IN THIS PACKET FOR MORE INFORMATION.**

Habitat continues to offer the Loan Packaging Program and Homebuyer Education Program via a different application. Please contact Habitat directly if you have questions about program opportunities or the Homebuilder Program application attached.

Blount County Habitat for Humanity  
1017 Hampshire Drive  
Maryville, TN 37801

Phone: 865-233-9110

**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, 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: [FTC Regional Office for the Southeast Region, Federal Trade Commission, Suite 1500, 225 Peachtree Street, NE Atlanta, GA 30303] or Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.



We are pledged to the letter and spirit of U.S. policy for achievement of equal housing opportunity. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing regarding race, color, national origin, religion, sex, familial status, marital status, income from public assistance, handicap or because a right was exercised under the Consumer Credit Protection Act.

Re: Homebuilder Program Application

Dear Applicant,

The Blount County Habitat for Humanity (Habitat) Homebuilder Selection Committee (committee) appreciates your interest in the Homebuilder Program. Homebuilder Program participants work toward purchasing a home with an affordable home loan. Remember, this is a big investment of your time, energy, and money. Please think carefully when deciding if this program is right for you and your household.

This application is for eligible homebuyers interested in purchasing a 1,232 square foot 3 bedroom, 2 bath home to be built at 349 or 371 Spurlock Street, Alcoa. Habitat buyers utilize third party mortgage loans through USDA Rural Development or FAHE JustChoice Lending.

It is important you understand that Habitat can only review complete applications and on a first-qualified, first-served basis. Habitat will stop reviewing applications once two homebuyers are identified.

**Complete applications will be accepted beginning November 17, 2021.** Applications received before Wednesday, November 17, 2021, will not be processed for the Homebuilder Program.

You will find your application, supplemental forms, supporting documentation checklist, and lot and design layout in this packet. Please read and complete each form carefully. Misinformation or missing information can lead to your program disqualification. Volunteers are available by appointment to assist with the application.

#### Application Process:

1. Complete and return the full application.
2. Provide documents listed on the "Application Checklist" including income and asset documents, consent to rent verification, income verification, employment verification, credit checks, criminal background check and sex offender registry check by signing the application and supplemental forms (some forms may only require your signature. If the form is highlighted, please only complete highlighted parts.)
3. Include \$25 check or money order application fee made out to Habitat. No cash will be accepted.
4. Demonstrate ability to pay an affordable mortgage for a Habitat home through the underwriting process (completed by Certified Packagers).
5. Schedule and complete a one-on-one meeting with the Programs Manager (Applicant and Co-applicant must be present).
6. All additional 18-year-old or older household members must also agree to a background check and sex offender registry check by signing the additional authorization and submit proof of income and assets.
7. Complete an in-home visit and housing evaluation with a Homebuilder Selection Committee, if eligible after the Programs Manager meeting and mortgage readiness assessment.
8. After the in-home visit the Homebuilder Selection Committee will recommend eligible applicants to the Board of Directors who will vote for program pre-approval.

Applications must be returned in person by the applicant during application acceptance office hours, Monday-Friday 8:30 am until 1:30 pm. One-on-one meetings will be scheduled in the afternoons. If you must submit your application outside of these times, use the envelopes and drop box to the right of the front door. The box will be checked each morning. Put your name on each envelope used.

If you have questions after reading the application materials, please call me at 865-233-9110. We want to make sure all of your questions are answered.

Sincerely,

Melissa Tyler  
Homeownership Program Manager  
Blount County Habitat for Humanity



**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)

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

# FACTS

## WHAT DOES BLOUNT COUNTY HABITAT FOR HUMANITY DO WITH YOUR PERSONAL INFORMATION?

### Why?

Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.

### What?

The types of personal information we collect and share depend on the product or service you have with us. This information can include:

- Social Security number and income
- account balances and payment history
- credit history and credit scores

When you are *no longer* our customer, we continue to share your information as described in this notice.

### How?

All financial companies need to share customers' personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers' personal information; the reasons Blount County Habitat for Humanity chooses to share; and whether you can limit this sharing.

Reasons we can share your personal information	Does Blount County Habitat for Humanity share?	Can you limit this sharing?
<b>For our everyday business purposes –</b> such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus	Yes	No
<b>For our marketing purposes –</b> to offer our products and services to you	No	We don't share
<b>For joint marketing with other financial companies</b>	No	We don't share
<b>For our affiliates' everyday business purposes –</b> information about your transactions and experiences	No	We don't share
<b>For our affiliates' everyday business purposes –</b> information about your creditworthiness	No	We don't share
<b>For nonaffiliates to market to you</b>	No	We don't share

### Questions?

865-233-9110

**What we do**

<p><b>How does Blount County Habitat for Humanity protect my personal information?</b></p>	<p>To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings.</p>
<p><b>How does Blount County Habitat for Humanity collect my personal information?</b></p>	<p>We collect your personal information, for example, when you</p> <ul style="list-style-type: none"> <li>■ apply for a loan or give us your income information</li> <li>■ give us your employment history or give us your contact information</li> <li>■ show your driver's license</li> </ul> <p>We also collect your personal information from others, such as credit bureaus, affiliates, or other companies.</p>
<p><b>Why can't I limit all sharing?</b></p>	<p>Federal law gives you the right to limit only</p> <ul style="list-style-type: none"> <li>■ sharing for affiliates' everyday business purposes - information about your creditworthiness</li> <li>■ affiliates from using your information to market to you</li> <li>■ sharing for nonaffiliates to market to you</li> </ul> <p>State laws and individual companies may give you additional rights to limit sharing. See below for more on your rights under state law.</p>

**Definitions**

<p><b>Affiliates</b></p>	<p>Companies related by common ownership or control. They can be financial and nonfinancial companies.</p> <ul style="list-style-type: none"> <li>■ <i>Blount County Habitat for Humanity has no affiliates</i></li> </ul>
<p><b>Nonaffiliates</b></p>	<p>Companies not related by common ownership or control. They can be financial and nonfinancial companies.</p> <ul style="list-style-type: none"> <li>■ <i>Service First Information Solutions, LLC, USDA Rural Development, FAHE/JustChoice Lending, Blount Title Agency, Grant Providers including but not limited to THDA and FHLB.</i></li> </ul>
<p><b>Joint marketing</b></p>	<p>A formal agreement between nonaffiliated financial companies that together market financial products or services to you.</p> <ul style="list-style-type: none"> <li>■ <i>Blount County Habitat for Humanity doesn't jointly market</i></li> </ul>

**Other important information**

We are dedicated to protecting your privacy. If you have questions concerning our Notice, you may call Blount County Habitat for Humanity at 865-233-9110 between the hours of 8:30 a.m. and 4:30 p.m., EST, Monday through Friday.

By signing below I (we) acknowledge receiving a copy of this disclosure.

\_\_\_\_\_

Borrower

\_\_\_\_\_

Date

\_\_\_\_\_

Borrower

\_\_\_\_\_

Date



## 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, 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 (FTC), with offices at: FTC Regional Office for the Southeast region, Suite 1500, 225 Peachtree St. NE, Atlanta, GA 30303 <https://www.ftc.gov/about-ftc/bureaus-offices/regional-offices/southeast-region> or Federal Trade Commission, Equal Credit Opportunity, 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 work with Special Purpose Credit Programs, 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 Homebuilder Program.

Applicant(s):

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

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



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# Application Checklist

## Homebuilder Program



We are pledged to the letter and spirit of U.S. policy for achievement of equal housing opportunity. 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.

Include copies of the following documents with your application.

Check the "N/A" box (Not Applicable) for each item that is not applicable to you.

Your application is not complete without all applicable documents.

✓ If Included		✓ If Not Applicable
	Credit Report Fee: \$25 check or money order. <b>NO CASH.</b>	
	Signed Authorization to Release Information	
	Valid State Issued ID <b>AND</b> Social Security Card for photocopying	
	Income tax statements, W2s, 1099s, 1098s, and all schedules for the past <b>2 years</b> (signed)	
	Current year Profit-and-Loss statement if self employed	
	<b>6</b> Most recent paystubs for <b>ALL</b> household employment	
	<b>2</b> most recent consecutive <b>30-day</b> statements for <b>ALL</b> financial accounts (checking, saving, retirement, IRA, etc.)	
	Proof of life insurance- <b>including current cash value</b>	
	Divorce Documents	
	Alimony Payment Forms for household	
	Child Support Order <b>AND</b> Payment History Forms for household	
	Pension Payment Forms for household	
	Disability Benefit/Payment Forms for household	
	SSI Benefit/Payment Forms for household	
	Social Security Benefit/Payment Forms for household	
	Current lease <b>AND</b> rent payment receipt	
	Signed Verification of Rent Form- <b>Highlighted Portion ONLY</b> (in application)	
	Signed Privacy Notice, ECOA Notice, Demographic Information Addendum(s)	

**PLEASE NOTE: Your application is not complete without the required documents.**

Applicant's Name	Co-Applicant's Name
Date	Date



Blount County Habitat  
1017 Hampshire Drive  
Maryville, TN 37801  
865-982-8717



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# Application

## Homebuilder Program

**Instructions:** You must complete each section of this application to determine if you qualify for Habitat for Humanity's Homebuilder Program. Mark through any section that does not apply to you. All information on this application will be kept confidential.

### 1. APPLICANT INFORMATION

<b>Applicant's</b> Legal Name:	Veteran: Yes or No	<b>Co-Applicant's</b> Legal Name:	Veteran: Yes or No
Years of School Completed:		Years of School Completed:	
Date of Birth:	Social Security #:	Date of Birth:	Social Security #:
Email Address:	Home/Cell Phone:	Email Address:	Home/Cell Phone:
<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (widow, divorced, etc.)		<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (widow, divorced, etc.)	

**Dependents** and others living with you:

Name	Relationship	Date of Birth
_____		
_____		
_____		

**Home Address:** (Street, City, State, Zip Code)  Own  Rent # Years \_\_\_\_\_ Rent\$ \_\_\_\_\_

If living at Current Address for Less Than 3 Years, Complete the Following

**Home Address:** (Street, City, State, Zip Code)  Own  Rent # Years \_\_\_\_\_ Rent\$ \_\_\_\_\_

### 2. WILLINGNESS TO PARTNER

All households must complete a certain amount of "sweat equity" hours. Sweat Equity includes time spent building homes and may include clearing lots, painting, construction, work at the Habitat ReStore or Office, homebuyer education classes, monthly financial mentoring, and other approved activities (reasonable accommodations will be made for participants with a disability).

I AM WILLING TO COMPLETE REQUIRED SWEAT EQUITY HOURS: **Applicant**  Yes  No **Co-Applicant**  Yes  No

### 3. FOR OFFICE USE ONLY-- DO NOT WRITE IN THIS SPACE

Date Received: _____ Received By: _____	Date Application Complete: _____
More Information Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Home Visit: _____
Program Manager Meeting: _____	Date BOD: <input type="checkbox"/> Pre-Approve <input type="checkbox"/> Adverse Action _____



**4. EMPLOYMENT INFORMATION**

Applicant		Co-Applicant	
Name and Address of <b>Current</b> Employer	Start/End Dates	Name and Address of <b>Current</b> Employer	Start/End Dates
	Monthly (Gross) Wages \$		Monthly (Gross) Wages \$
Job Title	\$ per hour/weekly hours	Job Title	\$ per hour/weekly hours
Supervisor	Phone	Supervisor	Phone

If Working at Current Job Less Than 2 Years, Complete the Following Information

Name and Address of <b>Former</b> Employer	Start/End Dates	Name and Address of <b>Former</b> Employer	Start/End Dates
	Monthly (Gross) Wages \$		Monthly (Gross) Wages \$
Job Title	\$ per hour/weekly hours	Job Title	\$ per hour/weekly hours
Supervisor	Phone	Supervisor	Phone

**5. MONTHLY INCOME AND COMBINED MONTHLY BILLS**

Gross Monthly Income	Applicant	Co- Applicant	3. Others in Household	Monthly Bills	Monthly Amount
Base Employment Income	\$	\$	\$	Rent	\$
TANF				Utilities	
Food Stamps				Car Payments	
Social Security				Insurance- Car	
SSI				Insurance- Life	
Disability				Insurance- Health	
Alimony				Child Care	
Child Support				Average Credit Card Payment	
Other: _____				Student Loans	
Other: _____				Alimony/Child Support	
<b>Total</b>	\$	\$	\$	<b>Total</b>	\$

1. **Self-employed applicant(s) must provide a current year profit- and-loss statement.**
2. **Attach copies of all income verification to this application.**
3. **If more space is needed, list other income on pg. 6 "Application Addendum".**

**4. List additional household members with income:**

Name	Age	Monthly Income
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

**6. ASSETS**

**List ALL Checking, Savings, Whole Life Insurance, Retirement (IRA, 401(k), etc.) Accounts Below**

Name & Address of Bank, Credit Union, <b>Whole Life Ins</b> , Retirement:	Name & Address of Bank, Credit Union, <b>Whole Life Ins</b> , Retirement:
Account Number: <span style="float: right;">Balance \$</span>	Account Number: <span style="float: right;">Balance \$</span>
Name & Address of Bank, Credit Union, <b>Whole Life Ins</b> , Retirement:	Name & Address of Bank, Credit Union, <b>Whole Life Ins</b> , Retirement:
Account Number: <span style="float: right;">Balance \$</span>	Account Number: <span style="float: right;">Balance \$</span>
Name & Address of Bank, Credit Union, <b>Whole Life Ins</b> , Retirement:	Name & Address of Bank, Credit Union, <b>Whole Life Ins</b> , Retirement:
Account Number: <span style="float: right;">Balance \$</span>	Account Number: <span style="float: right;">Balance \$</span>

**Include a copy of the 2 most recent, consecutive 30-day bank or account statement for each account listed.**

<b>Do you own a:</b>	<b>Yes</b>	<b>No</b>	<b>Do you own a:</b>	<b>Yes</b>	<b>No</b>	<b>Make</b>	<b>Year</b>
Boat	<input type="checkbox"/>	<input type="checkbox"/>	Auto/Motorcycle (#1)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Home/RV	<input type="checkbox"/>	<input type="checkbox"/>	Auto/Motorcycle (#2)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Land/House (circle)	<input type="checkbox"/>	<input type="checkbox"/>					

**Please use Page 6 "Application Addendum" if you require any additional space to explain Section 8.**

**7. DEBT**

**To Whom Do You and/or the Co-Applicant Owe Money?**

COLUMN 1	COLUMN 2																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Car(s)</td> <td style="width: 20%; padding: 5px;">Monthly Payment</td> <td style="width: 20%; padding: 5px;">Unpaid Balance</td> </tr> <tr> <td></td> <td colspan="2" style="padding: 5px;">Mos. Left to Pay:</td> </tr> </table>	Car(s)	Monthly Payment	Unpaid Balance		Mos. Left to Pay:		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Cell Phone Contracts</td> <td style="width: 15%; padding: 5px;">Monthly Payment</td> <td style="width: 15%; padding: 5px;">Unpaid Balance</td> </tr> <tr> <td></td> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> <tr> <td></td> <td colspan="2" style="padding: 5px;">Mos. Left to Pay:</td> </tr> </table>	Cell Phone Contracts	Monthly Payment	Unpaid Balance		\$	\$		Mos. Left to Pay:				
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**8. CURRENT HOUSING CONDITIONS**

Answer these questions about where you live now.

- |   |  |
|---|--|
| <p>1. How many bedrooms do you have? _____</p> <p>2. My current housing has a:</p> <p style="margin-left: 20px;">a. Kitchen <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">b. Bathroom <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">c. Living Room <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. My current housing:</p> <p style="margin-left: 20px;">a. Lacks reliable plumbing <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">b. Lacks adequate heating <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">c. Is damaged or structurally unsound <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">d. Overcrowded <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">e. If yes, use Page 7 Application Addendum to describe.</p> | <p>4. What is your monthly rent payment? _____</p> <p>5. Do you get rental assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;">a. If yes, from where? _____</p> <p style="margin-left: 20px;">b. If yes, how much each month? \$ _____</p> <p>6. Landlord Information:</p> <p style="margin-left: 20px;">a. Name: _____</p> <p style="margin-left: 20px;">b. Address: _____</p> <p style="margin-left: 20px;">_____</p> <p style="margin-left: 20px;">c. Phone: _____</p> |
|---|--|

7. Why do you want to purchase a Habitat built home?

**9. PROPERTY INFORMATION**

1. Have you ever owned a home?  Yes  No If yes, when? From \_\_\_\_\_ until \_\_\_\_\_
- a. If you no longer own your home, explain why: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
2. Do you own land?  Yes  No If yes, provide address and description:
- a. Address: \_\_\_\_\_
- b. Description: \_\_\_\_\_
- \_\_\_\_\_
- c. Is there a mortgage on the land?  Yes  No Monthly Payment \$ \_\_\_\_\_ Unpaid Balance \$ \_\_\_\_\_
3. How should your name appear on legal documents?
- Applicant: \_\_\_\_\_ Co-Applicant: \_\_\_\_\_

10. DECLARATIONS

Please Check the Box That Best Answers the Following Questions for You and the Co-Applicant.

If you answer "Yes" to any questions "A" through "I" you must use Page 6- Application Addendum- for your explanation.

	<u>Applicant</u>		<u>Co-Applicant</u>		
	Yes	No	Yes	No	
A. Are there any outstanding judgements against you?	A.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Have you declared bankruptcy within the past 7 years?	B.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Have you had property foreclosed upon or given title or deed in lieu thereof in the last 7 years?	C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Are you party to a lawsuit?	D.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgement? (This would include such loans as home mortgage loans, SBA loans, home improvement loans, educational loans, manufactured (mobile) home loans, any mortgage, financial obligation, bond, or loan guarantee. If "Yes", provide details, including date, name, and address of Lender, FHA or VA case number, if any, and reasons for the action.)	E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Are you presently delinquent or in default on any Federal debt or any other loan mortgage, financial obligation, bond, or loan guarantee? If "Yes", give details as described in question E. above.	F.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Are you obligated to pay alimony, child support, or separate maintenance?	G.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Is any part of the down payment borrowed?	H.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Are you a co-maker or endorser on a note?	I.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Are you a U.S. citizen?	J.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Are you a permanent resident alien?	K.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Have you applied to Habitat before?	L.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Do you plan to live at this property? If "Yes", complete question N.	M.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. Have you had ownership interest in a property in the last 3 years?	N.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(1) What type of property did you own- principal residence (PR), second home (SH), or investment property (IP)?	(1)	_____	_____	_____	_____
(2) How did you hold title to the home- solely by yourself (S), jointly with your spouse (SP), or jointly with another person (O)?	(2)	_____	_____	_____	_____

**Remember, provide explanations for "Yes" answers to questions A through I on Page 7- Application Addendum.**

11. AUTHORIZATION AND RELEASE

**Applicant and Co-Applicant must read and initial each statement below. Signatures are required at the bottom of the page.**

I understand that by completing this application, I am authorizing Blount County Habitat for Humanity to assess my need for housing, willingness to partner through the homebuilder program, and ability to repay an affordable home loan. This assessment includes the evaluation of my ability to qualify for an affordable mortgage and other expenses of homeownership. I understand that the evaluation will include personal visits, a credit check, landlord verification, employment verification, tax filings, and other income verification. I understand by completing this application and signing I am giving permission for HABITAT to request a credit report. I have answered all the questions on this application truthfully. I understand that if I have not answered the questions truthfully, my application may be denied, even if I have already been pre-approved for the Habitat Homebuilder program. The original or a copy of this application will be retained by Habitat for Humanity even if the application is not pre-approved. \_\_\_\_\_ **(Applicant/Co-Applicant Initials Required)**

I understand Habitat screens all potential staff (paid and unpaid), board members, and homebuilder program applicants on the sex offender registry, and that by completing this application, I am submitting myself and all persons listed on this application to such an inquiry. I further understand that by completing this application, I am submitting myself and all persons listed on the application to a criminal background check. Additional household members 18 years of age or older who are non-applicants must execute a separate permission form. \_\_\_\_\_ **(Applicant/Co-Applicant Initials Required)**

I understand the Homebuyer Education Program is separate from the Homebuilder Program. I understand if I am not eligible for the Homebuilder Program Habitat may refer me to the Homebuyer Education Program or another community organization providing Homebuyer Education. \_\_\_\_\_ **(Applicant/Co-Applicant Initials Required)**

I understand Homebuilder Program buyers are required to complete sweat equity. This includes time spent building homes and may include clearing lots, painting, construction, work at the Habitat ReStore or Office, homebuyer education classes, monthly financial mentoring, and other approved activities. Reasonable accommodations will be made for participants with a disability. \_\_\_\_\_ **(Applicant/Co-Applicant Initials Required)**

I understand Homebuilder Program participants work with Habitat to apply for a mortgage from USDA Rural Development or FAHE/JustChoice Lending. Habitat does not work for USDA Rural Development (the Agency) or FAHE/JustChoice Lending; we are an outside loan application packager. We do not guarantee that your loan application will be approved or funded by the Agency or FAHE/JustChoice Lending. \_\_\_\_\_ **(Applicant/Co-Applicant Initials Required)**

I understand buying a home includes closing costs. All Homebuilder Program buyers are required to save a buyer’s contribution that is applied to the buyer’s closing costs. You may be able to finance additional closing costs in the 1<sup>st</sup> mortgage loan. You may be eligible for a closing costs assistance grant. Closing costs financing, grants, or assistance are not guaranteed. Eligibility is determined at the time of loan application and confirmed during the final underwriting. USDA Rural Development 502 Direct loan closing costs include a packaging fee. If I use a 502 Direct loan, For Habitat’s packaging services, I will pay a loan application packaging fee of no more than \$1,750. The fee is due only if the USDA approves the loan and the loan closes. \_\_\_\_\_ **(Applicant/Co-Applicant Initials Required)**

I understand my lender may eventually order an appraisal to determine the property’s value and charge me for this appraisal. I understand that I am entitled to a copy of the appraisal and will promptly receive a copy even if the loan does not close. \_\_\_\_\_ **(Applicant/Co-Applicant Initials Required)**

X \_\_\_\_\_ X \_\_\_\_\_

**Applicant Signature**

**Date**

**Co-Applicant Signature**

**Date**

**PLEASE NOTE:** If more space is needed to complete any part of this application, please use Page 7- Application Addendum- or a separate sheet of paper and attach it to this application. Mark your additional comments “A” for Applicant and “C” for Co-Applicant.

**APPLICATION ADDENDUM**

**Please Note:** Use this page if you need more space to complete any part of this application. If you need more space, please attach a sheet of paper to this application.

Mark your comments with “A” for Applicant and “C” for Co-Applicant.

**Applicant’s Name:** \_\_\_\_\_ **Co-Applicant’s Name:** \_\_\_\_\_

**Blount County Habitat for Humanity**  
1017 Hampshire Drive  
Maryville, TN 37801

## **GENERAL AUTHORIZATION**

I hereby authorize **Blount County Habitat for Humanity** to verify my past and present employment, earnings records, bank accounts, stock holdings and any other asset balances needed to process my mortgage application.

I further authorize **Blount County Habitat for Humanity** to order a mortgage credit report and verify all other credit information, including past and present mortgage and landlord references. It is understood that a photocopy of this document shall also serve as an authorization to provide the information requested.

The information obtained is only to be used in the processing of my mortgage loan application.

---

Borrower

Date

---

Social Security Number

---

Co-Borrower

Date

---

Social Security Number

**Additional Household Member Authorization**

I understand someone within my household has applied for the Blount County Habitat for Humanity Homebuilder Program.

I understand that Habitat for Humanity screens all potential staff (whether paid or unpaid), board members, and homebuilder program applicants on the sex offender registry. I further understand it is a requirement of the program that all household members 18 years of age and older submit to sex offender registry screening.

I understand that Habitat for Humanity screens all potential staff (whether paid or unpaid), board members and homebuilder program applicants with a criminal background check. I further understand it is a requirement of the program that all household members 18 years of age and older submit to a criminal background check.

I understand that by completing this form, I am submitting myself as a household member of an applicant to a sex offender registry check and criminal background check.

Household Member Full Legal Name– Print: \_\_\_\_\_

Birthdate (MM/DD/YY): \_\_\_\_\_

Household Member Signature: \_\_\_\_\_ Date \_\_\_\_\_

**ADDITIONAL COMMENTS**



### LANDLORD'S VERIFICATION

The Rural Housing Service (RHS) is evaluating the below named applicant's eligibility for a home ownership loan and we need to evaluate the applicant's rental payment history and care of the rental property. Please see the attached Form RD 3550-1, "Authorization to Release Information." RHS appreciates your assistance in helping us evaluate the applicant's credit history. A postage paid return envelope is provided for convenience in returning this verification. Please return this complete form to:

**Applicant's Name and Address:**

USDA, Rural Development  
Rural Housing Service

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

Telephone: \_\_\_\_\_

**LANDLORD - Please complete all of the following information:**

Date of occupancy: From: _____ To: _____	Current rent amount: _____
Rent due date: _____	Is rent subsidized? _____
If subsidized, amount: \$ _____	Who pays subsidy? _____
Lease expiration date: _____	
Does rent include utilities or allowances? _____	Amount of utilities or allowances included in rent: \$ _____

**List names and approximate ages of all persons occupying the property:**

**RENTAL HISTORY DURING THE LAST 24 MONTHS:**

*(please check one)*

Always pays by the due date

Pays over 30 days late: (Dates of Occurrences: \_\_\_\_\_ )

Generally stays behind schedule

**CURRENT STATUS OF RENT:**

Current?  Behind?

Amount behind: \$ \_\_\_\_\_

Date last paid: \_\_\_\_\_

Next due date: \_\_\_\_\_

\_\_\_\_\_  
Landlord's signature

\_\_\_\_\_  
Date completed

**SEE ATTACHED PRIVACY ACT NOTICE**

*According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0172. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

UNITED STATES DEPARTMENT OF AGRICULTURE  
Rural Development  
**PRIVACY ACT STATEMENT TO REFERENCES**

Rural Development is authorized by the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et. seq.); and Title V of the Housing Act of 1949, as amended (42 U.S.C. 1471 et. seq.), to solicit the information requested.

Disclosure of the information requested is voluntary. However, information provided is of considerable value to Agencies in determining the repayment ability of individuals and their eligibility for Agency programs. There will be no consequences to you if you do not provide the information requested.

Your name, and the information you provide, will be released to the applicant at the applicant's request. Some information will be available to any requester under the provisions of the Freedom of Information Act.

The information you provide may be referred to another agency, whether Federal, State, local or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing the statute, rule, regulation or order issued pursuant thereto, of any record within this system when information available indicates a violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation or order issued pursuant thereto.

*Rural Development is a Equal Opportunity Lender.  
Complaints of discrimination based on race, sex, religion,  
national origin or marital status should be sent to:  
Secretary of Agriculture. Washington D. C. 20250*

**Demographic Information Addendum.** This section asks about your ethnicity, sex, and race.

**Demographic Information of Borrower**

**The purpose of collecting this information** is to help ensure that all applicants are treated fairly and that the housing needs of communities and neighborhoods are being fulfilled. 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.

**Ethnicity: Check one or more**

- Hispanic or Latino  
 Mexican     Puerto Rican     Cuban  
 Other Hispanic or Latino - *Print 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**

- Female  
 Male  
 I do not wish to provide this information

**Race: Check one or more**

- American Indian or Alaska Native- *Print name of enrolled or principal tribe:* \_\_\_\_\_

- Asian  
 Asian Indian     Chinese     Filipino  
 Japanese     Korean     Vietnamese  
 Other Asian - *Print race:* \_\_\_\_\_

*For example: Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.*

- Black or African-American  
 Native Hawaiian or Other Pacific Islander  
 Native Hawaiian     Guamanian or Chamorro     Samoan  
 Other Pacific Islander - *Print race:* \_\_\_\_\_

*For example: Fijian, Tongan, and so on.*

- White  
 I do not wish to provide this information

**To Be Completed by Financial Institution (for application taken in person):**

- Was the ethnicity of the Borrower collected on the basis of visual observation or surname?     NO     YES  
Was the sex of the Borrower collected on the basis of visual observation or surname?     NO     YES  
Was the race of the Borrower collected on the basis of visual observation or surname?     NO     YES

**The Demographic Information was provided through:**

- Face-to-Face Interview (*includes Electronic Media w/ Video Component*)     Telephone Interview     Fax or Mail     Email or Internet

**Borrower Name:** \_\_\_\_\_

**Initials:** \_\_\_\_\_

**Demographic Information Addendum.** This section asks about your ethnicity, sex, and race.

**Demographic Information of Borrower**

**The purpose of collecting this information** is to help ensure that all applicants are treated fairly and that the housing needs of communities and neighborhoods are being fulfilled. 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.

**Ethnicity: Check one or more**

- Hispanic or Latino  
 Mexican     Puerto Rican     Cuban  
 Other Hispanic or Latino - *Print 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**

- Female  
 Male  
 I do not wish to provide this information

**Race: Check one or more**

- American Indian or Alaska Native- *Print name of enrolled or principal tribe:* \_\_\_\_\_

- Asian  
 Asian Indian     Chinese     Filipino  
 Japanese     Korean     Vietnamese  
 Other Asian - *Print race:* \_\_\_\_\_

*For example: Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.*

- Black or African-American  
 Native Hawaiian or Other Pacific Islander  
 Native Hawaiian     Guamanian or Chamorro     Samoan  
 Other Pacific Islander - *Print race:* \_\_\_\_\_

*For example: Fijian, Tongan, and so on.*

- White  
 I do not wish to provide this information

**To Be Completed by Financial Institution (for application taken in person):**

- Was the ethnicity of the Borrower collected on the basis of visual observation or surname?     NO     YES  
Was the sex of the Borrower collected on the basis of visual observation or surname?     NO     YES  
Was the race of the Borrower collected on the basis of visual observation or surname?     NO     YES

**The Demographic Information was provided through:**

- Face-to-Face Interview (*includes Electronic Media w/ Video Component*)     Telephone Interview     Fax or Mail     Email or Internet

**Borrower Name:** \_\_\_\_\_

**Initials:** \_\_\_\_\_