

Thank you for your interest in Habitat for Humanity. Our homeownership application period will open Monday, March 10 and run through Friday, March 28, 2025. Within this application packet are the homeownership mortgage application, privacy statement and notice, general information about the process, and a return information checklist. All completed applications must be returned to our office no later than 2pm Friday, March 28, 2025. **NO APPLICATIONS WILL BE ACCEPTED AFTER THIS TIME.**

This packet can be submitted in person at our office located at 429 East 14th Street, Anderson, IN 46016. Open times are Mondays 2pm-5pm, Wednesdays and Fridays 11am-2pm. If one of these times does not work to submit in person, please contact our office to make an appointment.

If you have any questions about the application process, the program or to make an appointment to submit your completed application, please call 765-649-4260.

Thank you, Amy Jacobs Family Services



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.



General Information about applying for a home mortgage with Habitat for Humanity of Madison County

Thank you for your interest in becoming a homeowner with Habitat for Humanity of Madison County. If your mortgage application is approved, the average time from groundbreaking and closing on your mortgage is 15-18 months.

Our Family Selection Committee is tasked with evaluating mortgage applicants in the following categories:

- 1. Need for housing
 - a. Current housing is inadequate or too expensive
 - b. Unable to obtain a conventional mortgage
- 2. Ability to pay the Habitat mortgage
 - a. Steady income within the guidelines provided
 - b. Current on all open accounts including utilities
 - c. No unpaid liens or judgments
 - d. Have not declared bankruptcy in the last 2 years
 - e. Have not had a real estate foreclosure in the last 5 years
- Willingness to partner with Habitat to fulfill partnership requirements
 - a. Complete 200 hours of sweat equity including construction and homebuyer financial education classes
 - b. Contribute a minimum \$500 down payment
 - c. Live where Habitat is working
 - d. Community involvement hours and advocate for families in the future

Current Income Guidelines:

Annual					
Income Guidelines:					
Family Size	Minimum	Maximum			
1 Person	\$17,200	\$45,850			
2 People	\$19,650	\$52,400			
3 People	\$22,100	\$58,950			
4 People	\$24,550	\$65,450			
5 People	\$26,550	\$70,700			
6 People	\$28,500	\$75,950			
7 People	\$30,450	\$81,200			
8 People	\$32,450	\$86,400			



Due to the number of expected mortgage applications to be submitted it could take several months to complete the approval process. Within 30 days of submission, you will receive a "Notice of Action Taken" letter sent to your address listed on the application form. This letter will provide you with up to date information on the status of mortgage application and could be one of the following:

- 1. Notice of incompleteness. You will be asked to turn in missing information by a certain date so that our team can continue to evaluate your application. If the requested information is not turned in your application will be denied.
- 2. Notice of application still being processed.
- Adverse Action Notice. This letter would be a denial based on information that you
 provided in your application such as, income not within guidelines, too high debt to
 income ratio, more than acceptable items in collections, etc. Or based on
 information received from a third party, such as a credit report.
- 4. Notice of Pre-Approval

Our team will send at least a notice of still in process every 30 days until your application is approved or denied. Prior to approval someone from the Family Selection Committee will reach out to those applicants who have been selected for a home visit. 2-3 of our committee members will set a time to meet at your home to evaluate your current living conditions and discuss your desire for a Habitat Home.

To ensure that you are submitted a completed mortgage application, please see the enclosed Submission Checklist with all items that need to be included.

Please be aware that if your application for a mortgage is approved, prior to closing many of these same documents will need to be collected again.

All applicant information is considered confidential and is to be used only for Homeowner selection.

The Family Selection Committee determines the families that will be presented to our Board of Directors for approval. We do not discriminate on the basis of race, sex, color, age, handicap, religion, marital status, or if the applicant's income is fully or partially dependent upon public assistance programs.





Habitat for Humanity of Madison County

Privacy Statement and Notice

At Habitat for Humanity of Madison County, we are committed to keeping your information private. We recognize the importance applicants, program families, tenants, and homeowners place on the privacy and confidentiality of their information. While new technologies allow us to more efficiently serve our customers, we are committed to maintaining privacy standards that are synonymous with our established and trusted name.

When collecting, storing, and retrieving applicant, program family, tenant, and homeowner data – such as tax returns, pay stubs, credit reports, employment verifications and payment history – internal controls are maintained throughout the process to ensure security and confidentiality.

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

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

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

- Information we receive from you on applications or other forms, such as your <u>NAME</u>, <u>ADDRESS</u>, <u>SOCIAL SECURITY NUMBER, ASSETS, INCOME, ETC.</u>;
- Information about your transactions with us, our affiliates, or others such as your <u>LOAN BALANCE</u>, <u>PAYMENT HISTORY</u>, <u>ETC.</u>; and
- Information we receive from a consumer reporting agency such as your CREDITWORTHINESS AND CREDIT HISTORY.

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

- Financial service providers, such as mortgage servicing agents;
- Nonprofit organizations or governments; and
- Title companies, closing attorneys, and funding partners.

If you prefer that we do not disclose non-public personal information about you to nonaffiliated third parties, you may opt out of those disclosures, that is, you may direct us not to make those disclosures (other than disclosures permitted by law). If you wish to opt out of disclosures to nonaffiliated third parties, you may call Habitat for Humanity of Madison County at 765-649-4260.



Application

Habitat Homeownership Program

Habitat for Humanity of Madison County 429 East 14th Street Anderson, IN 46016 765-649-4260



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

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.

All information y	ou include on this application will be r	maintained	d in accord	ance with our privacy policy.		
Type of credit	☐ I am applying for individual cre ☐ I am applying for joint credit . To☐ Each borrower intends to apply f	otal numbe				
		1A. AF	PPLICAN	Γ INFORMATION		
	Applicant			Co-	-applicant	
	ne:l former names:			Co-applicant's name: Alternative and former names:		
Home phone (number	ed, widowed,	civil union,	Social Security number Home phone () Cell phone () Work phone () Age Date of birt Married	ch (mm/dd/yyyy) Jnmarried (single, divorce	ed, widowed, civil union,
	d others who will live with you: Age	Male	Female	Dependents and others who will liv	ve with you (not listed I	by co-applicant): Male Female
	(street, city, state, ZIP code): Own	☐ Rent	t 	Present address (street, city, state, Number of years:	ZIP code):	☐ Rent
If you ha	ve lived at your present address for le	ess than tv	wo years,	complete the following, for all addr	resses during the pas	st two years:
Previous address Number of years				Previous address(es) (street, city, s		Own Rent
				Date of selection committee appropriate of board approval: Date of partnership agreement:	oval:	

1B. MILITAR	RY SERVICE
Did you (or your deceased spouse) serve, or are you currently serving, in the L	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 servi	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
☐ Surviving spouse	o Armod Forces 2
Is anyone else in your household serving, or did they serve, in the United State	s armed Forces? Lifes Lino
If yes, check all that apply: □ Currently serving on active duty with projected expiration date of servi	ice/tour/ (mm/dd/yyyy)
☐ Currently retired, discharged, or separated from service	ce/tour/(fillfi/dd/yyyy)
☐ Only period of service was as a non-activated member of the Reserve	e or National Guard
2. WILLINGNES	S TO PARTNER
To be considered for the Habitat homeownership program, you and your	I AM WILLING TO COMPLETE THE 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 approved activities.	Applicant
approved activities.	Со-аррисант
3 PRESENT HOUS	SING CONDITIONS
	Sinc Constitions
Currently, are you: \square Renting \square Rent-free \square Own Number of bedrooms (please circle): 1 2 3 4	5
Other rooms in the place where you are currently living:	☐ Bathroom ☐ Living room ☐ Diningroom
Other (please describe):	
In the space below, describe the condition of the house or apartment where	e you live. Why do you need a Habitat home?
and open solon, account the container of the record of apartment into the	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
If you rent your current residence, please supply a copy of you bank statement or canceled rent	our lease and a copy of the most recent money order receipt, check to evidence rent payment.
Name, address and phone number of current landlord:	
4 DDODEDTV	INFORMATION
☐ I do not own any real estate (move to Section 5).	INFORMATION
If you own your residence, what is your monthly mortgage payment (including	
insurance, etc.)? \$/month Unpaid balance \$	Monthly payment (including taxes, insurance, etc.) \$
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:		Business phone:	
If working at o	current job less than one y	ear, complete the following inform	ation.		
Name and address of PREVIOUS employer:	Years on this job:	Name and address of PREVIOUS 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 self-employed. □ I have an ownership share of less than 25%. □ I have an ownership share of 25% or more than 100 more than 1			applicants wil	FE: Self-employed I be required to provide cuments such as tax nancial 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 Ioan	\$	\$		\$	\$	
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	\$	\$	\$			

Please check the hox heside the word that hest answers the following questions for you and the co-applicant Applicant Co-applicant					
10. DECLARATIONS					
Total	\$	\$	\$		
Other	\$	\$	\$		
Other	\$	\$	\$		
Entertainment	\$	\$	\$		
Food and essential supplies	\$	\$	\$		
Transportation expense (gas, bus pass, vehicle upkeep, etc.)	\$	\$	\$		
Union dues	\$	\$	\$		
Business expenses	\$	\$	\$		
Land line	\$	\$	\$		
Land line	\$	\$	\$		

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	☐ 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	☐ 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	☐ Yes ☐ No			
g. Are you a co-signer or guarantor on any debt of loan that is not disclosed on this application?	☐ Yes ☐ No	☐ Yes ☐ No			
h. Are you a U.S. citizen or permanent resident?	☐ Yes ☐ No	☐ 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	er.				

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:

☐ By mail

☐ By telephone

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: □ Female □ Male □ 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 — Name of enrolled or principal tribe: Asian Asian Samanese Other Asian — 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 — race: For example: Fijian, Tongan, and so on. White I do not wish to provide this information		Race (check one or more): American Indian or Alaska Native — Name of enrolled or principal tribe: Asian Asian Asian Indian Chinese Filipino Japanese Korean Vietnamese Other Asian — race: For example: Hmong, Laotian, Thai, Pakistani, Cambodian, 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 		
To be completed only by the person conducting the interview				
Was the ethnicity of the Borrower collected on the basis of visual observation or surname? Was the sex of the Borrower collected on the basis of visual observation or surname? Was the race of the Borrower collected on the basis of visual observation or surname? Yes No				
This application was taken by: □ Face-to-face interview (included electronic media w/video component) Interviewer's name (print or type left) Interviewer's signature		pe)	Interviewer's phone number 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 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 Midwest Region 230 S Dearborn St , Ste 3030, Chicago, IL 60604

or Federal Trade Commission, Equal Credit Opportunity, WashingtonDC 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, 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:

Mortgage Application Submission Checklist

- Completed, signed mortgage application typed or printed legibly
- Copy of 2 months income information for all in household
 - Check stubs
 - Award letters
 - Child support printout
- Copy of 2 months current bills for all in household
 - o Loans
 - Utility bills
 - Phone bills
 - Credit card statements
- Copy of 2 months bank statements for all in household
 - Chime or other online bank or pay cards
 - o Cash app, Venmo, etc.
 - Checking and saving accounts
- Copy of last year's taxes or 2 years if self-employed
- If renting-copy of rental agreement or statement from landlord of current payment status along with most recent money order receipt to evidence rent payment
- Copy of unexpired government issued ID for each applicant
- Other documents may be required*
- \$25.00 non-refundable fee for each applicant. Money order or check, no cash accepted

Return the completed packet with all items above to Habitat for Humanity of Madison County at

429 East 14th Street, Anderson IN, 46016 no later than 2pm Friday, March 28, 2025.

Applications will ONLY be accepted Mondays 2pm-5pm, Wednesdays and Fridays 11am-2pm. If these times are not convenient you can schedule an appointment by calling (765) 649-4260

NO APPLICATIONS WILL BE ACCEPTED AFTER 2PM FRIDAY, MARCH 28, 2025

*If you wish your property be considered for building your Habitat home, please submit the deed, any existing appraisal and information about any liens. A separate approval process will apply with respect to any such request, as each parcel of land is unique and may not be suitable for building on through the Habitat program.