

FSS/KTO INTAKE



HOMEOWNERSHIP DIVISION
Housing Education Program
Household Profile

Section I – Must be completed by client and co-client

Client Name (First, Middle Initial, Last):		County:	
Street Address (<u>do not</u> use PO Box):		City:	State: Zip:
Home or Cell Phone Number:	Email Address:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Years/months on current job:	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Choose not to respond:	Disabled: <input type="checkbox"/> Yes <input type="checkbox"/> No Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No Migrant Farm Worker: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Current Housing Situation: <input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Homeless <input type="checkbox"/> Living with Family		Are you a First-Time Homeowner? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been a homeowner within the last three years? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you consider yourself the Head of Household: <input type="checkbox"/> Yes <input type="checkbox"/> No		Total Number of Household Dependents:	<input type="checkbox"/> I live in a rural area <input type="checkbox"/> Do not live in a rural area
Based on current household select appropriate answer:			
Limited English Proficient <input type="checkbox"/> Not Limited English Proficient <input type="checkbox"/>		<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not-Hispanic or Latino <input type="checkbox"/> Choose not to respond	
If not English, preferred language:			
Single Race: <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Choose Not to Respond		Multi-Race: <input type="checkbox"/> American Indian/Alaskan Native and White <input type="checkbox"/> Asian and White <input type="checkbox"/> Black/African American and White <input type="checkbox"/> American Indian/Alaska Native and Black/African American <input type="checkbox"/> Other Multiple Race <input type="checkbox"/> Choose Not to Respond	
Head of Household Type: <input type="checkbox"/> Single adult <input type="checkbox"/> Female-headed single parent <input type="checkbox"/> Male-headed single parent <input type="checkbox"/> Married without children <input type="checkbox"/> Married with children <input type="checkbox"/> Two or more unrelated adults <input type="checkbox"/> Other			
Education: <input type="checkbox"/> Doctoral or Professional Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Some College, Not Completed <input type="checkbox"/> Vocational Certificate <input type="checkbox"/> GED <input type="checkbox"/> High School Diploma <input type="checkbox"/> No High School Diploma			

Co-Client Name (First, Middle Initial, Last):		County:	
Street Address (<u>do not</u> use PO Box):		City:	State: Zip:
Home or Cell Phone Number:	Email Address:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Years/months on current job:	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Choose not to respond:	Disabled: <input type="checkbox"/> Yes <input type="checkbox"/> No Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No Migrant Farm Worker: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Current Housing Situation: <input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Homeless <input type="checkbox"/> Living with Family		Are you a First-Time Homeowner? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been a homeowner within the last three years? <input type="checkbox"/> Yes <input type="checkbox"/> No
Based on current household select appropriate answer:			
Limited English Proficient <input type="checkbox"/> Not Limited English Proficient <input type="checkbox"/>		<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not-Hispanic or Latino <input type="checkbox"/> Choose not to respond	
If not English, preferred language:			
Single Race: <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Choose Not to Respond		Multi-Race: <input type="checkbox"/> American Indian/Alaskan Native and White <input type="checkbox"/> Asian and White <input type="checkbox"/> Black/African American and White <input type="checkbox"/> American Indian/Alaska Native and Black/African American <input type="checkbox"/> Other Multiple Race <input type="checkbox"/> Choose Not to Respond	
Education: <input type="checkbox"/> Doctoral or Professional Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Some College, Not Completed <input type="checkbox"/> Vocational Certificate <input type="checkbox"/> GED <input type="checkbox"/> High School Diploma <input type="checkbox"/> No High School Diploma			

IMPORTANT!!!

MOVE TO SECTION III
SECTION II NOT REQUIRED
FOR HOMEBUYER EDUCATION

Section II – Current Homeowner(s) ONLY			
Do you currently have a MSHDA Mortgage? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you received Step Forward Assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Originating Lender (if available):		Original Loan Number (if available):	
Name of Current Servicer (if available):		Loan number assigned by Servicer:	
When did you purchase your home?		Have you lived at this address for at least two years? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, list previous address(es):	
Does your name appear on: <input type="checkbox"/> Property Deed <input type="checkbox"/> Mortgage <input type="checkbox"/> Land Contract		Total Monthly Payment (including Taxes & Insurance):	
Select type of loan product: <input type="checkbox"/> Fixed rate currently under 8% <input type="checkbox"/> Fixed rate currently 8% or greater <input type="checkbox"/> ARM currently under 8% <input type="checkbox"/> ARM currently at 8% or greater <input type="checkbox"/> Fixed rate currently under 8% as a result of loan modification in last six months <input type="checkbox"/> Fixed rate currently under 8% as a result of loan modification in last six months <input type="checkbox"/> Fixed rate currently 8% or greater as a result of loan modification in last six months <input type="checkbox"/> ARM currently under 8% as a result of loan modification in last six months <input type="checkbox"/> ARM currently at 8% or greater as a result of loan modification in last six months <input type="checkbox"/> I don't know			
If type of loan is an ARM, has the interest rate already reset? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a second mortgage? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Current status of Loan: <input type="checkbox"/> Current <input type="checkbox"/> 30-60 days late <input type="checkbox"/> 91-120 days late <input type="checkbox"/> 61-90 days late <input type="checkbox"/> 120 + days late		Have you filed bankruptcy in the past two years? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had a Credit Report pulled within the last 6 months? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is your mortgage delinquent? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, amount delinquent? \$	Are your property taxes delinquent? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, amount delinquent? \$	Is your homeowner's insurance delinquent? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, amount delinquent? \$	
Select primary reason for default: <input type="checkbox"/> Reduction in Income <input type="checkbox"/> Increase in Loan Payment <input type="checkbox"/> Business Venture Failed <input type="checkbox"/> Poor budget management skills <input type="checkbox"/> Medical Issues <input type="checkbox"/> Divorce/Separation <input type="checkbox"/> Loss of income <input type="checkbox"/> Increase in Expenses <input type="checkbox"/> Death of Family Member <input type="checkbox"/> Other			
What was the date (month/year) of the event leading up to the delinquent mortgage or land contract payments?		Do you feel that you have recovered from the situation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been notified of a date for a Sherriff's Sale? <input type="checkbox"/> Yes <input type="checkbox"/> No		Has there been a Sherriff's Sale of this property? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is/was the date of the Sherriff's Sale?	
Are you currently working with an attorney regarding the delinquency of your mortgage, property taxes or land contract? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please provide attorney name and contact information?	
If available, please provide the following information for the mortgage servicer or land contract holder that you make your payments to:			
Address:	City:	State:	Zip:
Phone:	Fax:	Email:	

IMPORTANT!!!

SIGNATURE REQUIRED!

Section III – Must be completed by client.	
Enter ALL sources of income for adult members of the household (18 year olds not in High School). Income sources include: Wages, Worker's Comp, Veteran Benefits, Unemployment, SSI, Social Security Benefits, Retirement, Public Assistance, Military, Child Support and Alimony.	
Total Monthly Income: \$	
Enter ALL total monthly debt for adult members of the household (18 year olds not in High School). Include Credit Cards, Automobile Loan, Mortgage, Student Loans, Child Support, Alimony, etc.	
Total Monthly Debt: \$	

Based on your housing needs/goals do you believe you have been discriminated against? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you believe you have been a victim of Predatory Lending? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is the main purpose for contacting our agency: <input type="checkbox"/> Homelessness Assistance <input type="checkbox"/> Rental Topics <input type="checkbox"/> Purchase/Home Purchase <input type="checkbox"/> Home Maintenance and Financial Management <input type="checkbox"/> Reverse Mortgage <input type="checkbox"/> Resolving/Preventing Mortgage Delinquency or Default	
How did you learn about MSHDA's Housing Education Program? <input type="checkbox"/> MSHDA Outreach <input type="checkbox"/> Another Person <input type="checkbox"/> Real Estate Agent <input type="checkbox"/> HUD Outreach <input type="checkbox"/> Lender <input type="checkbox"/> Other: <input type="checkbox"/> Agency Outreach <input type="checkbox"/> Another Agency	
Are you interested in obtaining information regarding MSHDA Mortgage Products and Down Payment Assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like to be referred to a MSHDA approved lender? <input type="checkbox"/> Yes <input type="checkbox"/> No

Section IV – Must be signed and dated by client and co-client.

IMPORTANT!!!
SIGNATURE REQUIRED!

_____	_____	_____
Client Printed Name	Signature	Date
_____	_____	_____
Co-Client Printed Name	Signature	Date

Section V – For Agency Use Only		
Agency Name:	Agency Phone Number:	
Agency Staff Name:	Received by Agency (Intake Date):	Unique Client ID #:



**Michigan State Housing Development Authority
HOUSING EDUCATION PROGRAM
AGREEMENT and RELEASE OF INFORMATION**

In signing this agreement and release, I/We agree to actively participate in the Housing Education Services being offered by this MSHDA approved agency. I/We understand:

1. A referral to other services of the organization or another agency (as appropriate) may be made to assist with particular concerns that have been identified. I understand that I am not obligated to use any of the services offered to me.
2. That this agency receives funds through MSHDA and HUD and as such, is required to share some of my personal information with program administrators or their agents for purposes of program monitoring, compliance and evaluation.
3. That a counselor may answer questions and provide information, but cannot give legal advice. If I want legal advice, I will be referred to an attorney for appropriate assistance.
4. That this agency may provide information on numerous housing programs and loan products and I further understand that the housing services received from this agency in no way obligates me/us to choose any of their particular housing programs or loan products.

NOTE: *If you feel you have been unfairly steered or pressured into a certain mortgage loan, real estate, or other housing related service, please contact MSHDA's Housing Education Program at (517)373-6840.*

CONSENT: Failure to sign this consent form may result in denial of program assistance or termination of counseling program benefits.

For Pre-Purchase Education Services only:

I/We acknowledge the agency provided me/us with both HUD Inspection Documents: "Ten Important Questions to Ask a Home Inspector" and "For Your Protection Get a Home Inspection."

For Post-Purchase Education Services only:

I/We hereby allow this Agency its agents, employees, or affiliates to request and obtain income and asset information, mortgage, credit bureau and personal information pertinent to MSHDA's Housing Education Program. I/We allow contact to be made on my/our behalf with representatives from mortgage, attorney, collection and credit bureau companies.

Client's printed name:	Client's signature:	Date signed:
Client's printed name:	Client's signature:	Date signed:
Client's current address:	City:	Zip code:

To be completed by MSHDA Housing Education Program Certified Counselor.		
Agency name:	Agency phone number:	
Counselor name:	Counselor signature:	Date:



NOTE: If you have an impairment, disability, language barrier, or otherwise require an alternative means of completing this form or accessing information about our housing counseling program, please inform our housing counselor program staff so alternative accommodations may be arranged. Si no puedes leer este document porque usted no lee a Ingles, o desea que esta comunicacion sea interpretada o traducida y nadie que sabe usted puede traducir, por favor llame a nuestra oficina para obtener una lista de interpretes o traductores. Nuestro numero de telefono es 269.385.2916.

Agency Description and Program Purpose: Kalamazoo Neighborhood Housing Services (KNHS) is a nonprofit, HUD-approved comprehensive housing counseling agency. We provide education workshops including fair housing pre-purchase, financial budgeting & credit repair, non-delinquency post-purchase, predatory lending education, pre-purchase homebuyer education and a full spectrum of housing counseling including financial management/budget, home improvement & rehabilitation, mortgage delinquency & default resolution, pre-purchase. We serve all clients regardless of income, race, color, religion/creed, sex, national origin, age, family status, disability, or sexual orientation/gender identity. We administer our programs in conformity with local, state, and federal anti-discrimination laws, including the federal Fair Housing Act (42 USC 3600, et seq.). **As a housing counseling program participant, please affirm your roles and responsibilities along with the following disclosures and initial, sign, and date the form on the following page.**

Client and Counselor Roles and Responsibilities:

Counselor's Roles and Responsibilities	Client's Roles and Responsibilities
<ul style="list-style-type: none"> ▪ Reviewing your housing goal and your finances; which include your income, debts, assets, and credit history. ▪ Preparing a Client Action Plan that lists the steps that you and your counselor will take in order to achieve your housing goal. ▪ Preparing a household budget that will help you manage your debt, expenses, and savings. ▪ Your counselor is not responsible for achieving your housing goal, but will provide guidance and education in support of your goal. ▪ Neither your counselor nor KNHS employees, agents, or directors may provide legal advice. 	<ul style="list-style-type: none"> ▪ Completing the steps assigned to you in your Client Action Plan. ▪ Providing accurate information about your income, debts, expenses, credit, and employment. ▪ Attending meetings, returning calls, providing requested paperwork in a timely manner. ▪ Notifying KNHS or your counselor when changing housing goal. ▪ Attending educational workshop(s) (i.e. pre-purchase counseling workshop) as recommended. ▪ Retaining an attorney if seeking legal advice and/or representation in matters such as foreclosure or bankruptcy protection.

Termination of Services: Failure to work cooperatively with your housing counselor and/or KNHS will result in the discontinuation of counseling services. This includes, but is not limited to, missing three consecutive appointments.

Initials

Agency Conduct: No KNHS employee, officer, director, contractor, volunteer, or agent shall undertake any action that might result in, or create the appearance of, administering counseling operations for personal or private gain, provide preferential treatment for any person or organization, or engage in conduct that will compromise our agency's compliance with federal regulations and our commitment to serving the best interests of our clients.

Agency Relationships: KNHS has financial affiliations with HUD, NeighborWorks America, USDA Rural Development, the State of Michigan, MSHDA and professional affiliations with United Way, Roosevelt Hills Limited Partnership and Michigan Lending Solutions.

Alternative Services, Programs, and Products & Client Freedom of Choice: You, as a client of KNHS, are not obligated to participate in any KNHS programs and services while you are receiving housing counseling from our agency. You may consider seeking alternative products and services from entities including the Federal Housing Administration (FHA) for first-time homebuyer loan programs, and Inner City Christian Federation (616) 336-9333, Telamon Corporation (517) 323-7002 or MSU Extension (269) 944-4126 for other first-time homebuyer programs. You are entitled to choose whatever real estate professionals, lenders, and lending products that best meets your needs. You can find other approved counseling agencies at the Consumer Financial Protection Bureau's (CFPB) website: www.consumerfinance.gov/mortgagehelp or by calling 1-855-411-CFPB (2372). You can also access a list of nationwide HUD-approved counseling intermediaries at <http://portal.hud.gov/portal/ HUD?src=/ohc.nint>

Referrals and Community Resources: You will be provided a community resource list which outlines the county and regional services available to meet a variety of needs, including utilities assistance, emergency shelter, transitional housing, food banks, and legal aid assistance. This list also identifies alternative agencies that provide services, programs,





or products identical to those offered by KNHS and its exclusive partners and affiliates.

Privacy Policy: I/we acknowledge that I/we received a copy of KNHS Privacy Policy.

Errors and Omissions and Disclaimer of Liability: I/we agree KNHS its employees, agents, and directors are not liable for any claims and causes of action arising from errors or omissions by such parties, or related to my participation in KNHS counseling; and I hereby release and waive all claims of action against KNHS and its affiliates. I have read this document, understand that I have given up substantial rights by signing it, and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law. If any provision of this document is unenforceable, it shall be modified to the extent necessary to make the provision valid and binding, and the remainder of this document shall remain enforceable to the full extent allowed by law.

Quality Assurance: In order to assess client satisfaction and in compliance with grant funding requirements, KNHS, or one of its partners, may contact you during or after the completion of your housing counseling service. You may be requested to complete a survey asking you to evaluate your client experience. Your survey data may be confidentially shared with KNHS' grantors such as HUD, MSHDA or NeighborWorks America.

Authorization for Release of Information & Privacy Act Notice: The undersigned authorize KNHS and/or its contracted agent to contact any agencies, groups, organizations, or employers to obtain, and agencies to release, information that is pertinent to eligibility, level of benefits, or continued participation in the CDBG, HOME and/or MSHDA Housing Resources Fund (HRF) Programs, including authorization to obtain a consumer's credit report.

Privacy Act Notice Statement: THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) IS REQUIRING THE COLLECTION OF THIS INFORMATION TO DETERMINE AN APPLICANT'S ELIGIBILITY AND THE AMOUNT OF ASSISTANCE NECESSARY. THIS INFORMATION WILL BE USED TO ESTABLISH LEVEL OF BENEFIT, TO PROTECT THE GOVERNMENT'S FINANCIAL INTEREST; AND TO VERIFY THE ACCURACY OF THE INFORMATION FURNISHED. IT MAY BE RELEASED TO APPROPRIATE FEDERAL, STATE, AND LOCAL AGENCIES WHEN RELEVANT, TO CIVIL, CRIMINAL, OR REGULATORY INVESTIGATORS, AND TO PROSECUTORS. FAILURE TO PROVIDE ANY INFORMATION MAY RESULT IN A DELAY OR REJECTION OF YOUR ELIGIBILITY APPROVAL. HUD IS AUTHORIZED TO ASK FOR THIS INFORMATION BY THE NATIONAL AFFORDABLE HOUSING ACT OF 1990.

I ACKNOWLEDGE THAT (1) A PHOTOCOPY OF THIS FORM IS AS VALID AS THE ORIGINAL, (2) I HAVE THE RIGHT TO REVIEW THE FILE AND THE INFORMATION RECEIVED USING THIS FORM (WITH A PERSON OF MY CHOOSING TO ACCOMPANY ME), (3) I HAVE THE RIGHT TO COPY INFORMATION FROM THIS FILE AND TO REQUEST CORRECTION OF INFORMATION I BELIEVE INACCURATE.

I/we acknowledge that the agency provided me/us with both a Community Resource List & the hud-1686-1-fneo booklet.

I/we acknowledge that I/we received, reviewed, and agree to KNHS' Program Disclosures.

Client Printed Name	Signature	Social Security #	Date
Co-Client Printed Name	Signature	Social Security #	Date

For Agency Use Only:		
Agency Name:	Agency Phone Number:	
Agency Staff Name:	Date Received:	Unique Client ID #:



IMPORTANT!!!
YOU MUST COMPLETE
THIS PAGE!



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LIST ALL HOUSEHOLD MEMBERS

Name	Date of Birth	Relation	Monthly Income Amount	Income Source
			\$_____/mo	
			\$_____/mo	
			\$_____/mo	
			\$_____/mo	
			\$_____/mo	
			\$_____/mo	
			\$_____/mo	

To become **Mortgage Ready**, your MSHDA certified educator will assess & establish your **Mortgage Ready Timeline** and identify **action steps** to achieve your **housing goal**. Use this checklist to identify your household's starting place:

I am Mortgage ready now or near it. I have:

- 640 Credit Score
- 2 years verified employment
- I have a bank account
- Clear of 'Not Sufficient Funds' on bank statements for 6 months
- No late payments for 12 months
- Save regularly and consistently
- I deposit my savings into a bank account
- Have safe & secure rental or other type of housing

Congratulations! You are ready to take the Homebuyer Education: Mortgage Readiness Workshop.



I am Mortgage long-term ready. I have:

- 300-600 Credit Score
- 1 year or less verified employment
- I do not have a bank account
- Late payments in last 12 months
- Do not save regularly and consistently
- I keep savings outside of bank accounts and save it at home
- Do not have safe & secure rental or other type of housing

Congratulations! You are ready to take the Homebuyer Education: Financial Readiness Workshop.



IMPORTANT!!!

YOU MUST COMPLETE THIS PAGE!

KNHS Household Budget

EXPENSES

TYPE	MONTHLY PAYMENT	BALANCE IF APPLICABLE	TYPE	MONTHLY PAYMENT	BALANCE IF APPLICABLE
Auto Insurance	\$	\$	Lawn Care	\$	\$
Auto Loan	\$	\$	Rent	\$	\$
Auto Loan	\$	\$	PMI / MIP	\$	\$
<i>Total Monthly Payment for Auto Loans</i>	\$		Installment Loan	\$	\$
Auto Repairs/Maintenance	\$	\$	Installment Loan	\$	\$
Gasoline	\$	\$	Payday Loan	\$	\$
Child Support/Alimony	\$	\$	Personal Loan	\$	\$
Credit Card Minimum Payment	\$	\$	Student Loan	\$	\$
Credit Card Minimum Payment	\$	\$	Student Loan	\$	\$
Credit Card Minimum Payment	\$	\$	Student Loan	\$	\$
Credit Card Minimum Payment	\$	\$	<i>Total Monthly Payment for Student Loans</i>	\$	
<i>Total Monthly Payment for Credit Cards</i>	\$		Accident & Disability Insurance	\$	\$
Credit Collections/ Bankruptcy	\$	\$	Health Insurance	\$	\$
School Lunches	\$	\$	Life Insurance	\$	\$
School Tuition	\$	\$	Dentist	\$	\$
Evenings Out/Fun/Hobbies	\$	\$	Doctor Visit / Co-Pay	\$	\$
Other	\$	\$	Vision / Glasses / Contacts	\$	\$
Alcoholic Beverages	\$	\$	Medical Bills	\$	\$
Allowance for Children	\$	\$	Medications	\$	\$
Child care	\$	\$	Other	\$	\$
Tobacco	\$	\$	Other	\$	\$
Cleaning Supplies	\$	\$	Rental Property	\$	\$
Other	\$	\$	Savings	\$	\$
Personal Items/Toiletries	\$	\$	State or Federal Back Tax Payment	\$	\$
Laundry/Cleaning	\$	\$	Internet	\$	\$
Other Home Maintenance	\$	\$	Cable TV	\$	\$
Housing Payment 1 st Mortgage	\$	\$	Cell Phone	\$	\$
Housing Payment 2 nd Mortgage	\$	\$	Electricity	\$	\$
Other Mortgages	\$	\$	Trash Services	\$	\$
Home Owners Association	\$	\$	Heat – (Natural Gas, Propane or Oil)	\$	\$
Home Equity Line	\$	\$	Water / Sewer	\$	\$
Homeowners/Renters Insurance	\$	\$	Telephone	\$	\$
Property Tax	\$	\$	Garnishments	\$	\$

DISCRETIONARY EXPENSES

TYPE	MONTHLY PAYMENT	TYPE	MONTHLY PAYMENT	TYPE	MONTHLY PAYMENT
Charity	\$	Birthday Gifts	\$	Public Transportation	\$
Dining	\$	Household	\$	Other	\$
Food & Groceries	\$	Pet Expense	\$	Other	\$

IMPORTANT!!!

YOU MUST COMPLETE THIS PAGE!

INCLUDE EMPLOYMENT OR INCOME INFORMATION FOR APPLICANT.



INCLUDE EMPLOYMENT OR INCOME INFORMATION FOR CO-APPLICANT.

APPLICANT	
EMPLOYER/INCOME SOURCE:	HIRE DATE:
EMPLOYER ADDRESS:	JOB TITLE:
EMPLOYER PHONE #	HOW OFTEN ARE YOU PAID? (WEEKLY, BI-MONTHLY, MONTHLY, SALARY):
ARE YOU FULL TIME OR PART TIME?	GROSS INCOME PER PAY PERIOD (HOW MUCH ARE YOU PAID BEFORE TAXES): \$
SECONDARY EMPLOYER OR OTHER INCOME SOURCE:	HIRE DATE:
EMPLOYER ADDRESS:	JOB TITLE:
EMPLOYER ADDRESS:	HOW OFTEN ARE YOU PAID? (WEEKLY, BI-MONTHLY, MONTHLY, SALARY):
ARE YOU FULL TIME OR PART TIME?	HOW OFTEN ARE YOU PAID? (WEEKLY, BI-MONTHLY, MONTHLY, SALARY):
Have you been employed less than 2 years? If yes, please provide the name and phone number of your previous employer:	
CO-APPLICANT	
EMPLOYER OR SOURCE OF INCOME:	HIRE DATE:
EMPLOYER ADDRESS:	JOB TITLE:
EMPLOYER PHONE #	HOW OFTEN ARE YOU PAID? (WEEKLY, BI-MONTHLY, MONTHLY, SALARY):
ARE YOU FULL TIME OR PART TIME?	GROSS INCOME PER PAY PERIOD (HOW MUCH ARE YOU PAID BEFORE TAXES): \$
SECONDARY EMPLOYER OR OTHER INCOME SOURCE:	HIRE DATE:
EMPLOYER ADDRESS:	JOB TITLE:
EMPLOYER ADDRESS:	HOW OFTEN ARE YOU PAID? (WEEKLY, BI-MONTHLY, MONTHLY, SALARY):
ARE YOU FULL TIME OR PART TIME?	HOW OFTEN ARE YOU PAID? (WEEKLY, BI-MONTHLY, MONTHLY, SALARY):
Have you been employed less than 2 years? If yes, please provide the name and phone number of your previous employer:	

APPLICANT: Have you filed Bankruptcy?	CO-APPLICANT: Have you filed Bankruptcy?
CHAPTER 13 OR 7?	CHAPTER 13 OR 7?
Discharge Date:	Discharge Date:





For Your Protection: Get a Home Inspection

Why a Buyer Needs a Home Inspection

A home inspection gives the buyer more detailed information about the overall condition of the home prior to purchase. In a home inspection, a qualified inspector takes an in-depth, unbiased look at your potential new home to:

- Evaluate the physical condition: structure, construction, and mechanical systems; Identify items that need to be repaired or replaced; and
- Estimate the remaining useful life of the major systems, equipment, structure, and finishes.

You Must Ask for a Home Inspection

A home inspection will only occur if you arrange for one. FHA does not perform a home inspection.

Decide early. You may be able to make your contract contingent on the results of the inspection.

Appraisals are Different from Home Inspections

An appraisal is different from a home inspection and does not replace a home inspection. Appraisals estimate the value of the property for lenders. An appraisal is required to ensure the property is marketable. Home inspections evaluate the condition of the home for buyers.

FHA Does Not Guarantee the Value or Condition of your Potential New Home

If you find problems with your new home after closing, FHA cannot give or lend you money for repairs, and FHA cannot buy the home back from you. Ask a qualified home inspector to inspect your potential new home and give you the information you need to make a wise decision.

Radon Gas Testing and other safety/health issues

The United States Environmental Protection Agency and the Surgeon General of the United States have recommended that all houses should be tested for radon. For more information on radon testing, call the toll-free National Radon Information Line at 1-800-SOS-Radon or 1-800-767-7236.

Ask your home inspector about additional health and safety tests that may be relevant for your home.

Be an Informed Buyer

It is your responsibility to be an informed buyer. You have the right to carefully examine your potential new home with a qualified home inspector. To find a qualified home inspector ask for references from friends, realtors, local licensing authorities and organizations that qualify and test home inspectors.



CAUTION

CAUTION

Ten Important Questions to Ask Your Home Inspector

1. What does your inspection cover?

The inspector should ensure that their inspection and inspection report will meet all applicable requirements in your state if applicable and will comply with a well-recognized standard of practice and code of ethics. You should be able to request and see a copy of these items ahead of time and ask any questions you may have. If there are any areas you want to make sure are inspected, be sure to identify them upfront.

2. How long have you been practicing in the home inspection profession and how many inspections have you completed?

The inspector should be able to provide his or her history in the profession and perhaps even a few names as referrals. Newer inspectors can be very qualified, and many work with a partner or have access to more experienced inspectors to assist them in the inspection.

3. Are you specifically experienced in residential inspection?

Related experience in construction or engineering is helpful, but is no substitute for training and experience in the unique discipline of home inspection. If the inspection is for a commercial property, then this should be asked about as well.

4. Do you offer to do repairs or improvements based on the inspection?

Some inspector associations and state regulations allow the inspector to perform repair work on problems uncovered in the inspection. Other associations and regulations strictly forbid this as a conflict of interest.

5. How long will the inspection take?

The average on-site inspection time for a single inspector is two to three hours for a typical single-family house; anything significantly less may not be enough time to perform a thorough inspection. Additional inspectors may be brought in for very large properties and buildings.

6. How much will it cost?

Costs vary dramatically, depending on the region, size and age of the house, scope of services and other factors. A typical range might be \$300-\$500, but consider the value of the home inspection in terms of the investment being made. Cost does not necessarily reflect quality. HUD Does not regulate home inspection fees.

7. What type of inspection report do you provide and how long will it take to receive the report?

Ask to see samples and determine whether or not you can understand the inspector's reporting style and if the time parameters fulfill your needs. Most inspectors provide their full report within 24 hours of the inspection.

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8. Will I be able to attend the inspection?

This is a valuable educational opportunity, and an inspector's refusal to allow this should raise a red flag. Never pass up this opportunity to see your prospective home through the eyes of an expert.

9. Do you maintain membership in a professional home inspector association?

There are many state and national associations for home inspectors. Request to see their membership ID, and perform whatever due diligence you deem appropriate.

10. Do you participate in continuing education programs to keep your expertise up to date?

One can never know it all, and the inspector's commitment to continuing education is a good measure of his or her professionalism and service to the consumer. This is especially important in cases where the home is much older or includes unique elements requiring additional or updated training.