

Applications accepted  
July 1 - July 31, 2024.

**affordable home**  
brighter future

## How do you qualify to purchase a home with Habitat for Humanity of Delaware & Union Counties?

Habitat homeownership is based on the need for housing, the ability to repay a mortgage, and the willingness to work in partnership with us.

### homeownership program

You may qualify for the Habitat homeownership program if:

- Your current living conditions are substandard, such as a leaking roof, overcrowded space, unsafe neighborhood.
- You are currently spending more than 30% of your gross income on rent.
- You have a satisfactory credit history, reasonable debt, and a steady income within 40-80% of the median county income.
- You are willing to partner with us and invest 300 sweat equity hours by attending homebuyer education classes, volunteering on the construction Habitat homes, and participating in other programs.
- You are able to make a \$1,000 down payment to purchase the home. A \$100 deposit is due upon acceptance into the program, and the remaining \$900 is due when you close on your home.

### owning your home

Habitat homes are sold to approved applicants at fair market value with 20-30 year, zero-interest mortgages.

### contact

Eric Hubbs, *Director of Homeowner Services & Finance*  
(740) 924-5790 | ehubbs@habitatdelawareunion.org

### selection process

Our Homeowner Selection Committee reviews all applications and makes a recommendation to our board of directors, who make a final decision on acceptance within 2-3 months. It may take up to 24 months after acceptance before you purchase a home.

Delaware County Family Size	Yearly		Monthly	
	Minimum	Maximum	Minimum	Maximum
1 member	\$ 28,924	\$ 57,848	\$ 2,410	\$ 4,821
2 members	\$ 33,056	\$ 66,112	\$ 2,755	\$ 5,509
3 members	\$ 37,188	\$ 74,376	\$ 3,099	\$ 6,198
4 members	\$ 41,320	\$ 82,640	\$ 3,443	\$ 6,887
5 members	\$ 44,625	\$ 89,251	\$ 3,719	\$ 7,438
6 members	\$ 47,931	\$ 95,862	\$ 3,994	\$ 7,989
7 members	\$ 51,236	\$ 102,473	\$ 4,270	\$ 8,539
8 members	\$ 54,542	\$ 109,084	\$ 4,545	\$ 9,090

Union County Family Size	Yearly		Monthly	
	Minimum	Maximum	Minimum	Maximum
1 member	\$ 35,840	\$ 71,680	\$ 2,987	\$ 5,973
2 members	\$ 40,960	\$ 81,920	\$ 3,413	\$ 6,827
3 members	\$ 46,080	\$ 92,160	\$ 3,840	\$ 7,680
4 members	\$ 51,200	\$ 102,400	\$ 4,267	\$ 8,533
5 members	\$ 55,296	\$ 110,592	\$ 4,608	\$ 9,216
6 members	\$ 59,392	\$ 118,784	\$ 4,949	\$ 9,899
7 members	\$ 63,488	\$ 126,976	\$ 5,291	\$ 10,581
8 members	\$ 67,584	\$ 135,168	\$ 5,632	\$ 11,264



## Habitat for Humanity of Delaware & Union Counties

305 Curtis Street | Delaware, OH | 43015 | (740) 363-9950

habitatdelawareunion.org



# Required Documents Checklist

Before turning in your application, use this checklist to make sure you include all required documents. Failure to include all required documents will result in a delay in the selection process.

Along with a completed and signed application, please include the following required documentation for the applicant and any co-applicants.

- Completed Habitat Homeownership Application
- Proof of Identification for all applicants and anyone 18+ living in the home: (Government Photo ID/Driver's License and Social Security Card).
- Proof of any public assistance you may receive (Food Stamps, SSI, etc.)
- Proof of any income from child support or alimony (if applicable)
- Proof of income for the most recent two months (paystubs)
- Last two months' bank statements for any accounts you may have (ex: savings, checking, credit union, or retirement funds)
- All W-2 or 1099 statements for the previous two years (or the previous two federal tax returns with all schedules)
- If applicable, bankruptcy filing (schedule of debtors-all pages), discharge letter, and letter of explanation from you as to the circumstances surrounding the bankruptcy
- If applicable, complete copies of divorce/separation agreements and child support orders
- A copy of your current rental agreement or lease



The Fair Housing Act makes it unlawful to discriminate against any person in the sale, rental, advertising or financing of housing, on the basis of race, color, religion, sex, handicap, familial status, or national origin.



Habitat for Humanity of Delaware & Union Counties  
 305 Curtis Street, Delaware, OH 43015  
 (740) 363-9950, ext. 2003

# Application

## Habitat Homeownership Program



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.

**Dear Applicant:** Please complete this application to determine if you qualify for the Habitat for Humanity homeownership program. Please fill out the application as completely and accurately as possible. All information you include on this application will be kept confidential in accordance with the Gramm-Leach-Bliley Act.

### 1. APPLICANT INFORMATION

Applicant	Are you a US Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	Co-applicant	Are you a US Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Applicant's name</b>		<b>Co-applicant's name</b>	
Social Security number _____	Home phone _____	Age _____	
_____		_____	
<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (Incl. single, divorced, widowed)		<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (Incl. single, divorced, widowed)	
<b>Dependents and others who will live with you (not listed by co-applicant)</b>		<b>Dependents and others who will live with you (not listed by co-applicant)</b>	
Name _____	Age _____	Male <input type="checkbox"/>	Female <input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Present address (street, city, state, ZIP code) _____	<input type="checkbox"/> Own	<input type="checkbox"/> Rent	
_____	<input type="checkbox"/> Rent		
Number of years _____	Number of years _____		
<b>If you have lived at your present address for less than two years, complete the following:</b>			
Last address (street, city, state, ZIP code) _____	<input type="checkbox"/> Own	<input type="checkbox"/> Rent	
_____	<input type="checkbox"/> Rent		
Number of years _____	Number of years _____		

### 2. FOR OFFICE USE ONLY — DO NOT WRITE IN THIS SPACE

Date received: \_\_\_\_\_ Date of selection committee approval: \_\_\_\_\_

Date of notice of incomplete application letter: \_\_\_\_\_ Date of board approval: \_\_\_\_\_

Date of adverse action letter: \_\_\_\_\_ Date of partnership agreement: \_\_\_\_\_

### 3. WILLINGNESS TO PARTNER

To be considered for Habitat homeownership, you and your family must be willing to complete a certain number of "sweat-equity" hours. Your help in building your home and the homes of others is called "sweat equity" and may include clearing the lot, painting, helping with construction, working in the Habitat office, attending homeownership classes or other approved activities.

#### I AM WILLING TO COMPLETE THE REQUIRED SWEAT-EQUITY HOURS:

	Yes	No
Applicant	<input type="checkbox"/>	<input type="checkbox"/>
Co-applicant	<input type="checkbox"/>	<input type="checkbox"/>

### 4. PRESENT HOUSING CONDITIONS

Number of bedrooms (please circle)      1      2      3      4      5

Other rooms in the place where you are currently living:

- Kitchen       Bathroom       Living room       Dining room  
 Other (please describe) \_\_\_\_\_

If you rent your residence, what is your monthly rent payment? \$ \_\_\_\_\_/month  
 (Please supply a copy of your lease or a copy of a money order receipt or canceled rent check.)

Name, address and phone number of current landlord:

In the space below, describe the condition of the house or apartment where you live. Why do you need a Habitat home?

Which county are you applying for? (Select one):       Delaware       Union

### 5. PROPERTY INFORMATION

If you own your residence, what is your monthly mortgage payment? \$ \_\_\_\_\_ / month      Unpaid balance \$ \_\_\_\_\_

Do you own land?       No       Yes      Monthly payment \$ \_\_\_\_\_      Unpaid balance \$ \_\_\_\_\_

If you wish your property to be considered for building your Habitat home, please attach land documentation.

### 6. EMPLOYMENT INFORMATION

Applicant		Co-applicant	
Name and address of <b>CURRENT</b> employer	Years on the job	Name and address of <b>CURRENT</b> employer	Years on the job
	Monthly (gross) wages \$		Monthly (gross) wages \$
Type of business	Business phone	Type of business	Business phone
<b>If working at current job less than one year, complete the following information:</b>			
Name and address of <b>LAST</b> employer	Years on the job	Name and address of <b>LAST</b> employer	Years on the job
	Monthly (gross) wages \$		Monthly (gross) wages \$
Type of business	Business phone	Type of business	Business phone



## 10. DEBT

Account	TO WHOM DO YOU AND THE CO-APPLICANT(S) OWE MONEY?					
	APPLICANT			CO-APPLICANT		
	Monthly payment	Unpaid balance	Months left to pay	Monthly payment	Unpaid balance	Months left to pay
Other motor vehicle	\$	\$	\$	\$	\$	\$
Boat	\$	\$	\$	\$	\$	\$
Furniture, appliances, TVs (includes rent-to-own)	\$	\$	\$	\$	\$	\$
Alimony	\$	\$	\$	\$	\$	\$
Child support	\$	\$	\$	\$	\$	\$
Credit card	\$	\$	\$	\$	\$	\$
Credit card	\$	\$	\$	\$	\$	\$
Credit card	\$	\$	\$	\$	\$	\$
Total medical	\$	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

MONTHLY EXPENSES			
Account	Applicant	Co-applicant	Total
Rent	\$	\$	\$
Utilities	\$	\$	\$
Insurance	\$	\$	\$
Child care	\$	\$	\$
Internet service	\$	\$	\$
Cell phone	\$	\$	\$
Land line	\$	\$	\$
Business expenses	\$	\$	\$
Union dues	\$	\$	\$
Other	\$	\$	\$
Other	\$	\$	\$
Other	\$	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

## 11. DECLARATIONS

Please check the box beside the word that best answers the following questions for you and the co-applicant:

	Applicant	Co-applicant
a. Do you have any outstanding judgments because of a court decision against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Have you been declared bankrupt within the past seven years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Have you had property foreclosed on or deed in lieu of foreclosure in the past seven years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Are you currently involved in a lawsuit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Are you currently delinquent or in default on any federal debt or any other loan, mortgage financial obligation or loan guarantee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Are you paying alimony or child support or separate maintenance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Are you a co-signer or endorser on any loan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. Are you a U.S. citizen or permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered "yes" to any question a through h, or "no" to question i, please explain on a separate piece of paper.

## 12. AUTHORIZATION AND RELEASE

I understand that by filing this application, I am authorizing Habitat for Humanity of Delaware & Union Counties 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.

I understand that the evaluation will include personal visits, a credit check and employment verification. 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, 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 of Delaware & Union Counties even if the application is not approved.

I also understand that Habitat for Humanity of Delaware & Union Counties 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.

## 13. RIGHT TO RECEIVE COPY OF APPRAISAL

This is to notify you that we may order an appraisal in connection with your loan 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 \_\_\_\_\_

## 14. INFORMATION FOR GOVERNMENT MONITORING PURPOSES

**PLEASE READ THIS STATEMENT BEFORE COMPLETING THE BOX BELOW:** We are requesting the following information to monitor our compliance with the federal Equal Credit Opportunity Act, which prohibits unlawful discrimination. You are not required to provide this information. We will not take this information (or your decision not to provide this information) into account in connection with your application or credit transaction. The law provides that a creditor may not discriminate based on this information, or based on whether or not you choose to provide it. If you choose not to provide the information, we may note it by visual observation or surname

Applicant	Co-applicant
<p><input type="checkbox"/> I do not wish to furnish this information</p> <p><b>Race</b> (applicant may select more than one racial designation):</p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Native Hawaiian or other Pacific Islander</p> <p><input type="checkbox"/> Black/African-American</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Asian</p> <p><b>Ethnicity:</b></p> <p><input type="checkbox"/> Hispanic or Latino    <input type="checkbox"/> Non-Hispanic or Latino</p> <p><b>Sex:</b></p> <p><input type="checkbox"/> Female                      <input type="checkbox"/> Male</p> <p><b>Birthdate:</b> _____ / _____ / _____</p> <p><b>Marital status:</b></p> <p><input type="checkbox"/> Married</p> <p><input type="checkbox"/> Separated</p> <p><input type="checkbox"/> Unmarried (single, divorced, widowed)</p>	<p><input type="checkbox"/> I do not wish to furnish this information</p> <p><b>Race</b> (applicant may select more than one racial designation):</p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Native Hawaiian or other Pacific Islander</p> <p><input type="checkbox"/> Black/African-American</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Asian</p> <p><b>Ethnicity:</b></p> <p><input type="checkbox"/> Hispanic or Latino    <input type="checkbox"/> Non-Hispanic or Latino</p> <p><b>Sex:</b></p> <p><input type="checkbox"/> Female                      <input type="checkbox"/> Male</p> <p><b>Birthdate:</b> _____ / _____ / _____</p> <p><b>Marital status:</b></p> <p><input type="checkbox"/> Married</p> <p><input type="checkbox"/> Separated</p> <p><input type="checkbox"/> Unmarried (single, divorced, widowed)</p>

To be completed only by the person conducting the interview	
<p>This application was taken by:</p> <p><input type="checkbox"/> Face-to-face interview</p> <p><input type="checkbox"/> By mail</p> <p><input type="checkbox"/> By telephone</p>	<p>Interviewer's name (print or type)</p> <hr/> <p>Interviewer's signature <span style="float: right;">Date</span></p> <hr/> <p>Interviewer's phone number</p>



## 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 the **East Central Region, 1111 Superior Ave., Suite 200, Cleveland, OH 44114-2507**, 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 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)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

## 16. Application Checklist of Documents

### Checklist of Documents for the Applicant and Co-Applicant

**Along with a completed and signed application, please include the following documentation:**

- Complete habitat homeownership application.
- Proof of identification: government photo id and social security card.
- Proof of any public assistance you may receive. Ex: Food Stamps, SSI, etc.
- Proof of any income from child support or alimony if applicable.
- Proof of income for the most recent two months. Ex: paystubs.
- Last two months' bank statements for any accounts you may have. Ex: savings, checking, credit union or retirement funds.
- All W-2 or 1099 statements for the previous two years. Or the previous two federal tax returns with all schedules.
- If applicable, bankruptcy filing (schedule of debtors-all pages), discharge letter and letter of explanation from you as to the circumstances surrounding the bankruptcy.
- If applicable, complete copies of divorce and/or separation agreements and child support orders.
- A copy of your current rental agreement or lease.

**This information is necessary to assess your application. The above information must accompany your application and missing documentation will delay the selection process.**



**The Fair Housing Act makes it unlawful to discriminate against any person in the sale, rental, advertising or financing of housing, on the basis of race, color, religion, sex, handicap, familial status or national origin.**

## 17. Disclosure and Authorization

### Letter of Interest

Along with this application, please include a letter indicating your interest in becoming a Habitat homeowner. In this letter, please tell us:

- How you heard about the Habitat Homeownership Program and the reason you are applying.
- Why you should be considered to become a Habitat homeowner.
- What it would mean to you or your family to take part in the Habitat Homeownership Program.
- What do you think it means to be a good neighbor and Habitat homeowner.
- If you are selected as a Habitat Homeownership program applicant, you will be required to earn sweaty hours through construction on your own home and other's homes, attendance of monthly homebuyer education workshops, or by volunteering at the Habitat Office and ReStore. Are you ready?

### Obtaining Verifications, Consumer Reports, Authorizations and Releases

Habitat for Humanity of Delaware & Union Counties (HFHDUC) utilizes your credit report, sex offender registry check, criminal background check, landlord and employment verifications to assist in making decisions regarding your application.

I understand that by filing this application, I am authorizing Delaware County Habitat for Humanity to evaluate my actual need for the homeownership program, my ability to repay a no-interest loan and other expenses of homeownership and my willingness to be a partner through sweat equity. I understand that the evaluation will include a home visit, credit checks, landlord and employment verifications, sex offender registry check and criminal background checks .

I understand that by completing this application, I am submitting myself to the aforementioned inquiries.

\_\_\_\_\_  
Applicant Name/Signature/Dated

\_\_\_\_\_  
Co-Applicant Name/Signature/Dated

### Fair Credit Reporting Act Disclosure

An investigation will be made as to the credit standing of all individuals seeking credit in this application. The nature and scope of any investigation will be furnished to you upon written request made within a reasonable period of time. In the event of denial due to an unfavorable consumer report, you will be advised of the identity of the Consumer Reporting Agency making such report and of your right to request within sixty (60) days the reason for the adverse action, pursuant to provisions of section 615 (b) of the Fair Credit Reporting Act.

\_\_\_\_\_  
Applicant Name/Signature/Dated

\_\_\_\_\_  
Co-Applicant Name/Signature/Dated

## Privacy Notice Disclosure

### Privacy Statement and Notice

At Habitat for Humanity of Delaware & Union Counties (HFHDUC), 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, 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 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 Name, Address, Social Security Number, Assets, and Income.
- Information we receive about your transactions with us or others such as your, Loan Balance, Payment History.
- Information we receive from a consumer reporting agency such as your Creditworthiness and Credit History.

HFHDUC 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 non-public personal information about you to the following types of third parties:

Financial service providers, such as mortgage servicing agents; Nonprofit organizations, government entities, or other subsidy providers; and \_\_\_\_\_

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 Delaware & Union Counties at (740) 363-9950 Ext: 2003.

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Applicant Name/Signature/Dated

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Co-Applicant Name/Signature/Dated

## Completed Application Definition Disclosure

Habitat for Humanity of Delaware & Union Counties (HFHDUC) for the purposes of compliance with the Equal Credit Opportunity Act (ECOA) defines an application complete upon receiving the Criminal Background Results from the State of Ohio and/or the Habitat for Humanity of Delaware & Union Counties Board of Director's final decision for approval or denial to the Homeownership Program.

The HFHDUC Homeowner Selection Committee will review all components of this application to ensure that there is a NEED for housing, the ABILITY to repay a no-interest mortgage and that you have a WILLINGNESS to partner with habitat.

- Home visit and applicant statement (s) to determine need based on HFHDUC Board approved policies and requirements
- Pull credit report (s) and complete a budget worksheet to determine ability to pay based on verifiable documents
- Background and Sex Offender Registry Checks
- Citizenship Policy and/or Permanent Residency Status
- Willingness to participate in financial literacy class requirements, maintenance classes, etc., monthly classes
- Down Payment Requirement—\$1,000.
- Bankruptcy must be discharged for two (2) years before considering acceptance to the homeownership program
- Basic Home Designs and Number of Bedrooms for family size and based on HFHDUC Board approved policy.

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Applicant Name/Signature/Dated

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Co-Applicant Name/Signature/Dated

## Monthly Mortgage Explanation

Families accepted into the Habitat for Humanity of Delaware & Union Counties (HFHDUC) homeownership program play a vital role in providing the income to help other families achieve the goal of homeownership. The mortgage money paid each month is income that HFHDUC counts on in part to build more homes for deserving families in our community. HFHDUC does not take out loans for building projects. We depend on mortgage payments from families and generous donations from our community.

- Habitat homes are sold to approved applicants at fair market value with 20 to 30 year, zero interest mortgages.
- Mortgage payments are due the first day of the month **each and every** month including December.
- Missed payments are treated very seriously. Any time spent contacting a family to obtain payments is time taken away from helping new families obtain a home. The HFHDUC Board of Directors have a Mortgage Delinquency Policy and an appointed Mortgage Oversight Committee in order to manage delinquencies expeditiously and equitably.
- HFHDUC will begin foreclosure proceedings when 3 mortgage payments are missed. Foreclosure is very costly for the family involved. The family will be held responsible for paying back the costs involved in a foreclosure. The costs will be added to the mortgage.
- Many volunteers work long hours to build a home for families accepted into the homeownership program. The volunteers work together in the habitat organization with the ultimate goal of building affordable homes for all families. This is a partnership between the volunteers and families. We expect each family to fulfill the partnership agreement by making timely mortgage payments each and every month.

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Applicant Name/Signature/Dated

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Co-Applicant Name/Signature/Dated

