Instructions

Read all instructions carefully and complete the entire application. If you need assistance, please ask by contacting the Housing Coordinator;

Housing Coordinator

Eileen Dalton

Housing Coordinator

eileen@spshabitat.org

360-956-3456 x4

Submitting your application

You may only submit an application during an open application phase. Habitat will contact you when we begin accepting applications.

Incomplete applications will not be accepted, you may email the per-application or drop it off in person during business hours.

Completing your application

To complete this application, every section must be filled in if applicable, if it is not, please write “N/A” in place. Application must be filled out in black or blue ink only.

Background authorization forms must be completed and signed by any household member that is over the age of 10, no exceptions.

**APPLICANT INFORMATION**

|  |  |
| --- | --- |
| Applicant | Co-Applicant |
| Full Legal Name | Full Legal Name |
| Other Names Used | Other Names Used |
| Social Security Number | Social Security Number |
| Date of Birth | Date of Birth |
| Marital Status: 🞏 Married 🞏 Separated  🞏 Unmarried (include single, divorced, widowed) | Marital Status: 🞏 Married 🞏 Separated  🞏 Unmarried (include single, divorced, widowed) |
| Resident Status: 🞏 U.S. citizen 🞏 Permanent resident  🞏 Other (explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Resident Status: 🞏 U.S. citizen 🞏 Permanent resident  🞏 Other (explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Relationship to Applicant |

Contact Information

|  |  |
| --- | --- |
| Applicant | Co-Applicant |
| Home Phone | Home Phone |
| Cell Phone | Cell Phone |
| Email Address | Email Address |
| Mailing Address | Mailing Address |
| City State Zip | City State Zip |

Dependents / Other List the name of anyone who is part of your household. If you need more space, attach a separate page.

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| --- | --- | --- | --- |
| Full Legal Name | Sex | Date of Birth | Relationship to Applicant |
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**HOUSING**

Current Residence

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| --- | --- |
| Applicant | Co-Applicant |
| Current Address | Current Address |
| City State Zip | City State Zip |
| Move-in month and year: \_\_\_\_\_\_\_  Number of bedrooms: \_\_\_\_\_\_\_  Number of bathrooms: \_\_\_\_\_\_\_  Housing Type: 🞏 Single family home 🞏 Mobile 🞏 Apartment 🞏 Homeless 🞏 Duplex 🞏 Other: \_\_\_\_\_\_\_\_\_\_  Rent payment: \_\_\_\_\_\_\_ | Move-in month and year: \_\_\_\_\_\_\_  Number of bedrooms: \_\_\_\_\_\_\_  Number of bathrooms: \_\_\_\_\_\_\_  Housing Type: 🞏 Single family home 🞏 Mobile 🞏 Apartment 🞏 Homeless 🞏 Duplex 🞏 Other: \_\_\_\_\_\_\_\_\_\_  Rent payment: \_\_\_\_\_\_\_ |

Previous Residence if less than 3 years in current address

|  |  |
| --- | --- |
| Applicant | Co-Applicant |
| Previous Address | Previous Address |
| City State Zip | City State Zip |
| Move-in month and year: \_\_\_\_\_\_\_  Number of bedrooms: \_\_\_\_\_\_\_  Number of bathrooms: \_\_\_\_\_\_\_  Housing Type: 🞏 Single family home 🞏 Mobile 🞏 Apartment 🞏 Homeless 🞏 Duplex 🞏 Other: \_\_\_\_\_\_\_\_\_\_  Rent payment: \_\_\_\_\_\_\_ | Move-in month and year: \_\_\_\_\_\_\_  Number of bedrooms: \_\_\_\_\_\_\_  Number of bathrooms: \_\_\_\_\_\_\_  Housing Type: 🞏 Single family home 🞏 Mobile 🞏 Apartment 🞏 Homeless 🞏 Duplex 🞏 Other: \_\_\_\_\_\_\_\_\_\_  Rent payment: \_\_\_\_\_\_\_ |
| Have you ever owned a home? 🞏 Yes 🞏 No  If yes, when did you purchase your home? ­­\_\_\_\_\_\_\_\_\_\_\_  Have you or your family ever owned a Habitat home? 🞏 Yes 🞏 No  If yes, when and where was it located? \_\_\_\_\_\_\_\_\_\_\_  Do you currently own your home? 🞏 Yes 🞏 No  If yes, do you plan on selling your home if you are selected to purchase a Habitat home? 🞏 Yes 🞏 No | |

Habitat Home

|  |
| --- |
| If selected to purchase a home from Habitat, which style of home would you prefer? If you would like to be considered for more than one style of home, please indicate the order of your preference (i.e. which do you prefer first, second, etc.)  Please also note: not all styles are available each application phase. Ask staff for more information.  🞏 Bungalow (single-story, two-bedroom, one-bath home)  🞏 Cottage (two-story, three-bedroom, one-bath home)  🞏 House (two-story, four-bedroom, two-bath home) |

**INCOME**

List all income received by members of your household. **You must include all household income.** This may include income from work, public assistance like Social Security, retirement or pension funds, or any other source of income. **All income requires documentation.** If you need more space, attach a separate page.

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| Type | Company / Agency | Whose Income? | Average Monthly Amount |
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|  |  | **Total** |  |

If you receive income from employment, complete the following for the most recent ***three years*** of employment. If you need more space, attach a separate page. **If you have a gap in employment, please** **attach a separate written statement explaining your gap in employment.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 🞏 Applicant  🞏 Co-Applicant | Position / Title | | Start date | End date | Avg. monthly income |
| Company | | Supervisor’s name | Supervisor’s phone | Reason for leaving | |
| 🞏 Applicant  🞏 Co-Applicant | Position / Title | | Start date | End date | Avg. monthly income |
| Company | | Supervisor’s name | Supervisor’s phone | Reason for leaving | |
| 🞏 Applicant  🞏 Co-Applicant | Position / Title | | Start date | End date | Avg. monthly income |
| Company | | Supervisor’s name | Supervisor’s phone | Reason for leaving | |
| 🞏 Applicant  🞏 Co-Applicant | Position / Title | | Start date | End date | Avg. monthly income |
| Company | | Supervisor’s name | Supervisor’s phone | Reason for leaving | |

**DEBT**

List all debt you (and co-applicant) currently owe. Debt includes any loan, credit account, accounts in collections, liens, or civil judgments. If you need more space, attach a separate page.

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| --- | --- | --- | --- |
| Type | Company | Unpaid Balance | Monthly Payment |
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|  | **Total** |  |  |

**WILLINGNESS TO PARTNER**

To be considered for the program, you and your household must be willing to partner. Each adult in your household is considered a program participant who is required to complete program requirements. This includes applicants and any person over the age of 18 at the time of the application. Program requirements include involvement in the construction of Habitat homes, pre-purchase education, and community engagement activities such as attending Habitat events. This is what is called “sweat equity”, each applicant must complete a total of 500 hours by the end of the program. **Applicants are also required to contribute $1,000.00 for closing costs.**

Are you willing to partner? Applicant 🞏 Yes 🞏 No

Co-Applicant 🞏 Yes 🞏 No

**DECLARATIONS**

**If you mark yes to any of the following questions, attach a separate written explanation for each. We may require additional documentation. For instance, if you have filed bankruptcy, we may require your bankruptcy filing and discharge order.**

|  |  |
| --- | --- |
| Have you or co-applicant declared bankruptcy in the last seven years? | 🞏 Yes 🞏 No |
| Have you or co-applicant declared bankruptcy in the last two years? | 🞏 Yes 🞏 No |
| Have you or co-applicant ever had an account sent to collection? | 🞏 Yes 🞏 No |
| Do you or co-applicant have any accounts currently in collection? | 🞏 Yes 🞏 No |
| Have you or co-applicant have had any property foreclosed on in the last 10 years? | 🞏 Yes 🞏 No |
| Do you or anyone in your household have any criminal history on record in the last 10 years? | 🞏 Yes 🞏 No |
| Have you or anyone in your household been arrested and/or charged with any crimes in the last two years? | 🞏 Yes 🞏 No |
| Have you or anyone in your household been convicted of a felony? | 🞏 Yes 🞏 No |
| Are you currently involved with any lawsuit, criminal or civil legal action? | 🞏 Yes 🞏 No |

**The following questions do not require additional explanation or documentation at this time.**

|  |  |
| --- | --- |
| Has anyone in your household ever served in the U.S. military? This includes any service in the Army, Navy, Air Force, National Guard, Coast Guard, or other branch of the U.S. military. This includes short and long enlistments, reserves, and includes all related service, not just deployments or combat. | 🞏 Yes 🞏 No |
| Have you applied for a Habitat home in the past? | 🞏 Yes 🞏 No |
| If you have applied in the past, when did you apply (month and year)? | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If you receive income from child support, alimony, or separate maintenance income, would you like us to **exclude** it from our underwriting analysis? If this doesn’t apply to you, just say no. | 🞏 Yes 🞏 No |

**Background Check Authorization Form**

**A background check is required for all applicant(s) or house hold members over the age of 10. If there are more than one person(s) over the age of 10, please make copies of this authorization form and complete and sign for each person. Please complete the following Disclosure Statement and attached Washington State Patrol Request for Criminal History Information.**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give South Puget Sound Habitat for**

**Humanity permission to run a State Patrol Request for Criminal History for myself or my minor child, named: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Are you presently charged with, but not convicted of, a crime? (Exclude civil infractions, such as minor traffic citations.) If yes, include an explanation of the nature of the charge, place, date, and court.

2. Have you ever been convicted of a crime? (The term "convicted" means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, a stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution. Exclude civil infractions, such as minor traffic citations.) If yes, include an explanation of the nature of the crime, place, date, and court.

3. Have you ever been (a) found by a court in a protection proceeding under Chapter 74.34 to have abused or financially exploited vulnerable adult or (b) convicted of any of the following crimes where the victim was a vulnerable adult: (Vulnerable adult means adult as defined by Chapter 74.34 and adults of any age who lack the functional, mental, or physical ability to care for themselves.) If yes, explain below.

• First, second, or third degree extortion

• Forgery

• First second or third degree theft

• Any of the foregoing crimes as they may have been renamed

• First or second degree robbery

4. Have you ever been convicted of any crime involving the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance? If yes, explain below.

5. Have you ever been found in any dependency action under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor? If yes, explain below.

6. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor, or to have physically abused any minor? If yes, explain below.

7. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person, or to have abused or financially exploited any vulnerable adult? "Disciplinary board final decision" means (a) any final decision issued by the director of the Department of Licensing for real estate brokers and salespersons and (b) any final decision issued by a disciplinary authority under Chapter 18.130 RCW or the secretary of the Department of Health for the following businesses or professions: chiropractic, dentistry, dental hygiene, naturopathy, message, midwifery, osteopathic medicine and surgery, physical therapy, physicians, practical nursing, registered nursing, and psychology. If yes, explain below.

8. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification, or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer yes, you must provide the name, address and telephone number of the employer or licensing body and statement of the accusation against you. If yes, explain below.

9. Have you ever been a party to, or are you currently a party in, or do you anticipate becoming a party in, litigation? If yes, explain below.

11. Have you ever been named by an aggrieved employee as someone responsible for the action grieved? If yes, explain below.

12. Are you presently charged with, but not convicted of, any of the crimes or offenses described in questions described above?

13. Please list all other names or alias (maiden names) that you have used in the past.

**An inquiry may be made to the Washington State Patrol, a Federal, or other Law enforcement agency to verify your responses to the above inquiries. A copy of any response received pursuant to such inquiry will be made available to you upon request.**

**I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

**Signature: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_**

**Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of authorized guardian if form is for a minor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**