

530 Route 38 East · Maple Shade, NJ 08052 · Tel: (856) 439-6717 · Fax: (856) 439-6437 · www.habitatscnj.org

Dear Bordentown Applicant,

Thank you for your interest Habitat for Humanity of South Central New Jersey's Affordable Homeownership Program (HFHSCNJ). We believe that everyone should have a safe, affordable place to call home. We assist consumers by offering a hand-up, and not a hand-out. Our application process is multi-step, and involves helping prospective individuals prepare for the various responsibilities of homeownership.

Our pre-application collects information that will allow us to determine your qualification based on our three criteria: Need, Willingness to Partner, and Ability to Pay.

**Need** is evaluated based on total household income which must be within the range listed below <u>and</u> your need for better housing. Examples of need for better housing include a current residence that is temporary, overcrowded, cost of rent is more than 30% of your gross monthly income, or is otherwise inadequate (such as problems with the structure, electrical, or sewage service systems).

Household Size:	Maximum Yearly Income	Maximum Yearly Income
# of Family Members	(Low)	(Moderate)
3	\$47,430	\$75,888
4	\$52,700	\$84,320
5	\$56,916	\$91,066
6	\$61,132	\$97,811

**Willingness to Partner** requires approved applicants to complete 250-400 sweat equity hours. These hours will be spent taking classes on financial education, preparing and maintaining a budget, home maintenance topics, and assisting in the construction of HFH homes. In addition, approved applicants must agree to share their experience and story with the public as it applies to Habitat for Humanity of South Central New Jersey.

**Ability to Pay** will be evaluated based on income and debts to determine that the affordable mortgage can be paid each month along with other obligations such as childcare and utilities.

#### This Homeownership Pre-Application Package for Bordentown Includes:

- HFHSCNJ Affordable Homeownership Pre-Application (8 pages)
- Eligibility Requirements

\*A complete pre-application includes – meeting the eligibility requirements, submitting an application, and submitting an application fee of \$25 total if one applicant/\$50 total if applicant and co-applicant. Checks should be made out to Habitat for Humanity of South Central New Jersey.

ONLY COMPLETE PRE-APPLICATIONS WILL BE PROCESSED.

If you have any questions, please email us at twright@habitatscnj.org or call us at (856) 441-3626.

Listed below are the program's eligibility requirements for each of the 10 Bordentown homes.  *Please verify that you meet all listed eligibility requirements and sign below.
□ I am a United States citizen.
☐ I have a credit score of 620 or higher.
$\square$ I can provide verification that my current housing is overcrowded, unaffordable, dangerous, unhealthy, temporary, or otherwise substandard.
$\square$ My gross annual household income (before taxes) falls within the income guidelines listed on page 1.
$\Box$ If I'm employed, I have been employed in the same industry for at least 2 years.
$\Box$ I have a stable source of income that I do not expect to end within the next 3 years.
☐ My total debt-to-income ratio is below 30%.
$\Box$ If I have ever declared bankruptcy, it has been discharged for at least 3 years.
$\square$ I have not been foreclosed upon in the past 7 years.
☐ I have not owned a home in the last 3 years.
$\square$ I can provide proof of timely rental payments for the last 12 months.
$\Box$ I plan to use this home as my primary residence for the duration of my ownership.
$\square$ All members of my household have lived together consistently for the past 12 months.
$\square$ I have attended one of Habitat for Humanity of South Central New Jersey's Affordable Homeownership information sessions.
$\Box$ I am willing to partner with Habitat for Humanity of South Central New Jersey by volunteering up to 400 hours of my time working on the construction site, participating in home owner preparation classes, attending meetings and events, etc.
$\Box$ I am willing to save a minimum of \$3000 for my down payment <u>and</u> a minimum of \$4500 for my closing costs
$\Box$ I do not have any unpaid non-medical collections or if I have any medical collections they are on a payment plan and current.
$\Box$ I do not have any recent credit card debt or bills in collections, which includes judgements and liens. If I have any accounts in collections, they are less than \$1,000 and are on a payment plan
Signature(s): Date:

#### FREQUENTLY ASKED QUESTIONS (FAQS)

- What are the main requirements to buy this home?
  - The applicant must show a **need** for housing, a **willingness to partner** with HabitatSCNJ, and the **ability to pay** for the home.
- What type of mortgage is needed?
  - This home will be financed with a low interest loan. The borrower's monthly mortgage payment will be no more than 30% of their gross monthly income.
- Do I list someone on the application even though they are not a co-applicant?
  - Yes, all people who will be living in the home MUST be listed on the application. If they are 18 years
    of age or older, their income (earned and unearned) must be listed.
- Can I do sweat equity hours before I am approved and will they carry over?
  - You are welcomed to volunteer with us before you are approved but the hours you volunteer will NOT carry over.
- If several people apply for one property, how do you choose who gets approved?
  - Applicants who meet the criteria: need for housing, ability to repay the mortgage, and willingness to partner will be placed into a random selection.
- If I am not chosen, do I get put on a waiting list?
  - We do not have a waiting list, but you will be placed on a notification list. This means you will be notified when we begin to accept applications for future properties.
- Can I resell the house to whomever?
  - No. Habitat for Humanity houses are deed-restricted, meaning there is a maximum resale value and they must be sold to those who are low to moderate income.
- Why is this application process different from other HFHSCNJ projects?
  - The funding for this development is being provided by the Department of Community Affairs (DCA) and certain steps must be followed in accordance with the rules and regulations outlined by them.
- What happens if my pre-application is approved?
  - We will pull credit for all applicants who meet eligibility requirements to ensure they have a minimum score of 620. Applicants with a score of 620 or higher will then be randomly assigned a lottery number. 5 applicants who self-reported as low-income and 5 applicants who self-reported as moderate-income will be selected. Those 10 applicants will then be required to complete a Housing Affordability Service (HAS) application and provide supporting documents. Applicants must be approved for HFHSCNJ's program, meeting all eligibility requirements, as well as by HAS, according to the income requirements stated on page 1. If any of the selected applicants fail to partner or to meet the stated requirements, the next applicant in line will then be selected.

Habitat Off	ice Use Only		
Date Applic	ation received	Application ID Number	
	We are pledged to the U.S. policy for t	he achievement of equal housing opportunity. We support	an affirmative advert





# **Pre-Application**

### **Habitat Homeownership Program**

Available Properties: 61, 63, 65, 67, 69, 71, 73, 75, 77 & 79

Thorntown Lane, Bordentown, NJ 08505

Application Deadline: September 30, 2022

Submit Application with Application Fee:

1. Mail To: 530 Rt. 38 East, Maple Shade, NJ 08052, Attn:Taquana Wright 2. Drop Off: 1 Eves Drive, Ste 115, Marlton, NJ 08053 Between Mon-Thurs 9:00 am to 3:00 pm

Application Fee: (\$25 for applicant, \$50 for applicant & co-applicant Application fee can be submitted in the form of cash, check or money order. Checks or money orders must be payable to Habitat for Humanity.



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.

I am applying for individual credit. Total number of borrowers:	<b>Dear Applicant:</b> Please complete this application for the Habitat for Hum All information you include on this application will be maintained in accord	
Applicant's name:	☐ I am applying for <b>joint credit</b> . Total number of borro	
Applicant's name:	1A. APPLICAN	TINFORMATION
Alternative and former names:	Applicant	Co-applicant
Social Security number	Applicant's name:	Co-applicant's name:
Home phone (_)		Alternative and former names:
Cell phone	Social Security number	Social Security number
Work phone	Home phone ( )	Home phone ()
Age Date of birth (mm/dd/yyyy)	Cell phone ()	Cell phone ()
Married   Separated   Unmarried (single, divorced, widowed, civil union, domestic partnership, registered reciprocal beneficiary relationship) (Fill out Section 14.)    Dependents and others who will live with you: Name	Work phone ()	Work phone ()
domestic partnership, registered reciprocal beneficiary relationship) (Fill vut Section 14.)   Dependents and others who will live with you:   Name	Age Date of birth (mm/dd/yyyy)	Age Date of birth (mm/dd/yyyy)
Dependents and others who will live with you: Name Age Male Female Name Age Name	$\square$ Married $\square$ Separated $\square$ Unmarried (single, divorced, widowed, civil union,	
Name         Age         Male         Female         Name         Age         Male         Female	domestic partnership, registered reciprocal beneficiary relationship) (Fill out Section 14.)	domestic partnership, registered reciprocal beneficiary relationship) (Fill out Section 14.)
Number of years: Previous address(es) (street, city, state, ZIP code):	Name Age Male Female	Name Age Male Female
If you have lived at your present address for less than two years, complete the following, for all addresses during the past two years:  Previous address(es) (street, city, state, ZIP code):	Present address (street, city, state, ZIP code): ☐ Own ☐ Rent	Present address (street, city, state, ZIP code): ☐ Own ☐ Rent
Previous address(es) (street, city, state, ZIP code): Own Rent    Previous address(es) (street, city, state, ZIP code): Own Rent   Previous address(es) (street, city, state, ZIP code): Own Rent   Number of years:   Number of years:   Date received: Date of selection committee approval:	Number of years:	Number of years:
Number of years:  FOR OFFICE USE ONLY — DO NOT WRITE IN THIS SPACE  Date received: Date of selection committee approval:	If you have lived at your present address for less than two years,	complete the following, for all addresses during the past two years:
FOR OFFICE USE ONLY — DO NOT WRITE IN THIS SPACE  Date received: Date of selection committee approval:	Previous address(es) (street, city, state, ZIP code): $\Box$ Own $\Box$ Rent	Previous address(es) (street, city, state, ZIP code): ☐ Own ☐ Rent
FOR OFFICE USE ONLY — DO NOT WRITE IN THIS SPACE  Date received: Date of selection committee approval:		
FOR OFFICE USE ONLY — DO NOT WRITE IN THIS SPACE  Date received: Date of selection committee approval:		
Date received: Date of selection committee approval:	Number of years:	Number of years:
Date received: Date of selection committee approval:	FOR OFFICE USE ONLY — D	O NOT WRITE IN THIS SPACE
Date of adverse action letter: Date of partnership agreement:	Date received: Date of notice of incomplete application letter:	Date of selection committee approval:

1B. MILITAF	RY SERVICE				
Did you (or your deceased spouse) serve, or are you currently serving, in the U					
(Army, Marine Corps, Navy, Air Force, Space Force, Coast Guard, Reserve or National Guard) $\square$ Yes $\square$ No					
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					
☐ Only period of service was as a non-activated member of the Reserve	or National Guard				
☐ Surviving spouse					
Is anyone else in your household serving, or did they serve, in the United State	s Armed Forces?				
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					
☐ Only period of service was as a non-activated member of the Reserve	e or National Guard				
<u> </u>					
2. WILLINGNES	S TO DARTHER				
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 the homes of others, attending homeownership classes, and/or other	Yes No Applicant				
approved activities.	Co-applicant				
2. PRESENT HOUSE	SING CONDITIONS				
3. PRESENT HOUS	bing CONDITIONS				
Currently, are you:       ☐ Renting       ☐ Rent-free       ☐ 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):	<del>-</del>				
In the space below, describe the condition of the house or apartment where	- vou live. Why do you need a Hahitat home?				
In the space below, describe the condition of the house of apartment where	s you live. Willy do you need a Habitat home:				
If you rent your current residence, please supply a copy of yo	our lease and proof of rental payments for the last 12 months.				
Name, address and phone number of current landlord:					
Name, address and priorie number of current familiord.					
4 PROPERTY	INFORMATION				
	IN ONINATION				
☐ I do not own any real estate (move to Section 5).					
I plan to use this home as my primary residence for the duration of my owners	ship.				
Applicant Initials Co-Applicant Initials					
OU-Applicant initials					

5. EMPLOYMENT INFORMATION					
Applicant		Co-applicant			
☐ Does not apply.		□ Do	es not apply.		
Name and address of <b>CURRENT</b> employer:	Start date (mm/dd/yyyy):	Name and address of <b>CURRENT</b> employer:		Start date (mm/dd/yyyy):	
	Annual (gross) wages:			Annual (gross) wages: \$	
Type of business:	Business phone:	Type of business:		Business phone:	
Name and address of <b>PREVIOUS</b> employer:	Years on this job:	Name and address of <b>PREVIOUS</b> ea	mployer:	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 ☐ I have an ownership share of less than 2st Monthly income (or loss) \$	wnership share of 25% or more.	applicants will additional doc	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	\$	\$	\$			

10. DECLARATIONS			
Total	\$	\$	\$
Other	\$	\$	\$
Other	\$	\$	\$
Entertainment	\$	\$	\$
Food and essential supplies	\$	\$	\$
Transportation expense (gas, bus pass, vehicle upkeep, etc.)	\$	\$	\$
Union dues	\$	\$	\$
Business expenses	\$	\$	\$
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?	☐ Yes ☐ No	☐ Yes ☐ No	
If YES, identify the type(s) of bankruptcy: ☐ Chapter 7 ☐ Chapter 11 ☐ Chapter 12 ☐ Chapter 13			
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	
f. Are you currently delinquent or in default on any federal debt or any other loan, mortgage financial obligation or loan guarantee?		☐ Yes ☐ No	
g. Are you a co-signer or guarantor on any debt of loan that is not disclosed on this application?		☐ Yes ☐ No	
h. Are you a U.S. citizen or permanent resident?		☐ Yes ☐ No	
<b>Note:</b> If you answered "yes" to any question a through g, or "no" to Question h, please explain on a separate piece of paper.			

#### 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-appli	cant
Ethnicity (check one or more):  Hispanic or Latino  Mexican Puerto Rican Cull Other Hispanic or Latino —  Origin: For example: Argentinean, Colombian, Do 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 Other Hispanic or Latino — Origin: For example: Argentinean, Colombia Salvadoran, Spaniard, and so on.  Not Hispanic or Latino I do not wish to provide this informatio	•
Sex:  ☐ Female ☐ Male ☐ I do not wish to	provide this information	Sex:  ☐ Female ☐ Male ☐ I do not	wish to provide this information
		☐ Black or African American☐ Native Hawaiian or Other Pacific Islan	on.
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? ☐ Yes ☐ No  Was the sex of the Borrower collected on the basis of visual observation or surname? ☐ Yes ☐ No  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 ty	pe)	Interviewer's phone number  Date

## 14. UNMARRIED ADDENDUM

## FOR BORROWER SELECTING THE UNMARRIED STATUS

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?
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 <a href="FTC Regional Office">[FTC Regional Office for the Northeast region, 1 Bowling Green #318, New York City, NY 10004">New York City, NY 10004</a> 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):	
X	X
Print name:	Print name:
Date:	Date: