

Dear Applicant,

Thank you for your interest in the Community Connections Home Ownership Program. We would like to invite you to begin the process of becoming a homeowner and receiving our assistance.

The first thing we need to do is gather more information about you and where you want to live. Then we need to find out more about your credit history to see if you can qualify for a mortgage loan or if we need to help you improve your credit to qualify. This information will help us determine how much homeowner counseling you might need.

Enclosed is our Housing Application, Financial Proforma and a Credit Authorization Form.

When filling out the Application and Proforma, please fill out completely. We need any and all information that applies to you. We need income for all adults living in the home, whether or not they will be on the loan. This would include child support, disability income, or any other kind of public assistance. We also need to know how much you pay monthly for credit cards, car payments, or any line of credit you may have. Do not include living expenses. We need family size, income, debt, and any assets you might own like a trailer, boat, etc...

The Credit Authorization Form needs to be filled out and signed so we can order a comprehensive credit report called a Residential Mortgage Credit Report (RMCR). To do this, **there is a \$60.00 fee**. Please include a check or money order made out to Community Connections for this report and mail back all the information in the envelope provided. Also, we need **one month of pay stubs**. After we receive all of these items, we will be in contact with you within two weeks to let you know what assistance you may qualify for and the type of homewonership counseling we need to provide to qualify you for our down payment and closing cost assistance.

Sincerely,

Sherri A. Divine
Office Manager

Sign that pmt. was received



Housing Application

Applicant			Co-Applicant		
First name	Middle	Last	First name	Middle	Last
Address			Address		
City/State	Zip	How long?	City/State	Zip	How long?
SS#	Date of birth	Marital Status	SS#	Date of birth	Marital Status
Home Phone	Employer's Phone		Home Phone	Employer's Phone	
Employer	Hours worked		Employer	Hours worked	
Employer's address			Employer's Address		
Length of employment	Position		Length of employment	Position	
INCOME:			INCOME:		
Annual \$	Hourly \$		Annual \$	Hourly \$	
3 Closest Relatives/Friends Name & Phone #:			3 Closest Relatives/Friends Name & Phone #:		
1.			1.		
2.			2.		
3.			3.		
Previous Address	How Long?		Previous Address	How Long?	
Previous Employer			Previous Employer		
Previous Employer's Address			Previous Employer's Address		
Length of employment			Length of employment		
Additional Income - include part-time employment, Social Security, Support, Rental, etc.			Additional Income - include part-time employment, Social Security, Support, Rental, etc.		
Source	Monthly		Source	Monthly	
1.	\$		1.	\$	
2.	\$		2.	\$	
Total Annual Income \$			Total Annual Income \$		
Dependents			Dependents		
Name	Relation	DOB	Name	Relation	DOB
Name	Relation	DOB	Name	Relation	DOB
Name	Relation	DOB	Name	Relation	DOB
Have you ever filed bankruptcy? YES NO If yes, date:			Have you ever filed bankruptcy? YES NO If yes, date:		
Are you a co-signer on any notes? YES NO			Are you a co-signer on any notes? YES NO		

Proforma information for Community Connections
Note: This Form Must Be Filled Out Completely To Be Accepted

Last name: _____ **Jay County**
 Family size: _____ adults (18 & over), _____ children (under 18)

Address _____ Phone(____) _____

Annual Family income: Be sure to include any YTD overtime or bonuses.

Your Salary \$ _____ per hour X 40 X 52 = \$ _____
 Spouse/other salary: \$ _____ per hour X 40 X 52 = \$ _____
 SocialSecurity/SSI: \$ _____ per month X 12 = \$ _____
 Child Support: \$ _____ month X 12 = \$ _____ OR
 \$ _____ week X 52 = \$ _____
 Other (2nd job, etc.): _____

TOTAL: \$ _____
 Length of time on present job: _____
 Length of time on previous job: _____

Monthly Debt: List monthly amounts for bills such as car payment, credit cards, school loans, medical bills, child care, other monthly bills. Do NOT list utilities or rent. If debt is an installment loan and will be paid off within 6 months of today's date, do not list.

\$ _____ for Vehicle _____ (bill)
 \$ _____ for Child Care _____ (bill)
 \$ _____ for Credit Card _____ (bill) Name: _____
 \$ _____ for Credit Card _____ (bill) Name: _____
 \$ _____ for Child Support _____ (bill) County: _____

Total: \$ _____

Family assets: vehicles you own (blue book price), furniture, guns, antiques, stocks/bonds, life insurance net cash value, 401 K. An asset is anything you can sell for cash without getting penalized.

\$ _____ total in savings acct.
 \$ _____ total in checking acct.
 \$ _____ for Vehicle: make and year _____
 \$ _____ for Vehicle #2: make and year _____
 \$ _____ for guns/antiques: Specify: _____
 \$ _____ for stocks/bond: Specify: _____
 \$ _____ for life insurance: Specify: _____
 \$ _____ for 401K: Specify with whom: _____

Total: \$ _____

Rent amount: \$ _____ per month OR \$ _____ per week X 4.3 = \$ _____

What is the maximum you want your total monthly mortgage payment to be ? \$ _____

Family Size	Income Limit Jay Co.
1	\$ 29,100
2	\$ 33,300
3	\$ 37,450
4	\$ 41,600
5	\$ 44,950
6	\$ 48,250
7	\$ 51,600
8	\$ 54,900

Schedule of Real Estate Currently Owned:

Address Income	Market Value	Amt of Mortgage	Mortgage Payment	Monthly expenses	Rental
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Purchase Date: _____ Purchase Price: \$ _____
 Market Value: \$ _____ Monthly Payments: \$ _____
 Does this include insurance and taxes? YES or NO
 Financed by: _____ Address: _____

Is there a second mortgage on the property? YES or NO Balance: \$ _____
 Monthly Payment \$ _____ Financed by: _____

Rental Information

Length of time: _____ Monthly Payment: \$ _____
 Landlord's Name: _____ Address: _____

Assets

Checking/Savings Account: Institution/Address Balance	Account #	Account type
1. _____	# _____	\$ _____
2. _____	# _____	\$ _____
3. _____	# _____	\$ _____

Other Information

Current Household type: (circle one) two-parent, single mother - custodial, single father - custodial, couple with no children in residence, single person with no children in residence, multi-generational family, other: _____
Current housing situation: (circle one) adequate rental, inadequate rental - overcrowded with more than 2 persons per bedroom, inadequate rental - poor condition and not up to code, inadequate rental both overcrowded and in poor condition, do not rent - living with others, other as specified _____

Have you ever owned a home before? Yes or NO If yes, how long ago? _____
 Have you ever experienced homelessness? YES or NO
 Have you ever lived in seasonal (migrant) farm labor housing? YES or NO
 How many people are in the family? _____ Adults _____ Children _____ Other dependents _____
 What area of the county/city would you prefer to live? _____
 What price range of home are you interested in? \$ _____
 What features would you want in the home (ex. square footage, ranch, slab, 2 story, basement, etc.) _____
 What kind of a home would you like to purchase? (circle one) Existing or New

INCOME TO DEBT WORKSHEET

_____ X _____ = _____ X 52 WKS = _____
(HOURLY WAGE) (# OF HRS) (ANNUAL INCOME)

_____ DIVIDED BY 12 = _____
(ANNUAL INCOME) (MONTHLY INCOME)

_____ X 29% = _____ MAX HOUSE THEY COULD AFFORD
(MONTHLY INCOME)

_____ X 36% = _____ (USE THIS AMOUNT & DEDUCT DEBT TO
(MONTHLY INCOME) SEE IF THEY QUALIFY)**

****this 36% may be stretched to the 38% provided they have good job time, high credit scores, and cash reserves.**

CREDIT REPORT AUTHORIZATION FORM

Authorization is hereby granted to Community Connections, a division of Pathfinder Services, Inc., to obtain a consumer credit report through a credit reporting agency chosen by Community Connections. I understand and agree that Pathfinder Services, Inc. intends to use the consumer credit report for the purposes of evaluating my financial readiness to buy a home.

I understand that this credit report will be retained on file at the Community Connections office for use only by CC staff. This information will not be disclosed to anyone by CC without my written consent.

Furthermore, I understand that, should I choose to apply for financing through CC, a revised credit report costing an additional fee may be required.

My signature below authorizes the release to the credit reporting agency of financial information which I have supplied to Community Connections in connection with such an evaluation. Authorization is further granted to the credit reporting agency to use photostatic reproduction of this form if required to obtain any information necessary to complete my consumer credit report.

SIGNING BELOW GRANTS PERMISSION FOR THE RELEASE OF FINANCIAL INFORMATION TO THE CREDIT REPORTING AGENCY AND GRANTS PERMISSION FOR COMMUNITY CONNECTIONS TO OBTAIN A COPY OF YOUR CREDIT REPORT.

Applicant's Name (Printed)

Complete Address

Applicant's Signature

Date

Applicant's Social Security Number

Co-Applicant's Name (Printed)

Complete Address

Co-Applicant's Signature

Date

Co-Applicant's Social Security Number

word:\housing\classmaterials\creditauth 04-06-04



Exhibit 4-3

Indicators of Unacceptable Credit

- No credit history. (Note: A lack of credit history reflected on a credit report may be mitigated if the applicant can document a willingness to pay debts through submission of a third party verification, copies of canceled checks, or other acceptable documentation for monthly obligations such as rent, utility, phone or doctor bills, or other recurring debt payments.)
- Incidents of more than 2 debt payments more than 30 days late within the last 12 months.
- A foreclosure that has been completed within the last 36 months.
- An outstanding Internal Revenue Service (IRS) tax lien or any other outstanding tax liens with no satisfactory arrangement for payment.
- Two or more rent payments paid 30 or more days late within the last 2 years. If the applicant has experienced no other credit problems in the past 2 years, only 1 year of rent history will be evaluated. This requirement may be waived if the program loan will reduce shelter costs significantly and contribute to an improved repayment ability.
- Outstanding collection accounts with a record of irregular payments with no satisfactory arrangements for repayment, or collection accounts that were paid in full within the last 6 months, unless the applicant had been making regular payments previously. **COLLECTIONS must be paid off.**
- Non-Agency debts written off within the last 36 months, unless the debt was paid in full at least 12 months ago.
- Agency debts that were debt settled within the past 36 months, or are being considered for debt settlement.
- Delinquency on a federal debt.
- A court-created or court-affirmed obligation or judgment caused by nonpayment that is currently outstanding or has been outstanding with the last 12 months, except:
 - ◆ A bankruptcy in which:
 - ◆ Debts were discharged more than 36 months prior to the date of application; or
 - ◆ Where an applicant successfully completed a bankruptcy debt restructuring plan and has demonstrated a willingness to meet obligations when due for the 12 months prior to the date of application.
 - ◆ A judgement satisfied more than 12 months before the date of application.

An applicant with an outstanding judgment obtained by the United States in a federal court, other than the United States Tax Court, is *not* eligible for a Section 502 loan. This requirement is statutory and cannot be waived. (IRS, Student Loan)

Regular monthly payments that are 6 months or less to be paid off, are not included in monthly debt on Proforma.