

# Home Buyer Pre-Screening Questionnaire

Please complete this form entirely before you submit it to Habitat for Humanity. The definition of a completed application for the Greater Des Moines Habitat for Humanity Homeownership Program includes: completion of a Home Buyer Pre-Screening Questionnaire including required supporting documentation, and a credit report fee; completion of a Habitat Homeownership Program Application including required supporting documentation; employment verification and rental history verification; need assessment and partnership meeting; and Family Selection Committee approval.

Today's Date: \_\_\_\_\_

**Fill out the Co-applicant box if you want to purchase the house with another person.  
(the co-applicant will be considered in the underwriting and approval of a mortgage loan)**

APPLICANT'S NAME: \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ SS # \_\_\_\_-\_\_\_\_-\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: IA Zip Code: \_\_\_\_\_

Phone: # Home ( ) \_\_\_\_-\_\_\_\_-\_\_\_\_ Cell ( ) \_\_\_\_-\_\_\_\_-\_\_\_\_

Work ( ) \_\_\_\_-\_\_\_\_-\_\_\_\_

Email address: \_\_\_\_\_

Marital Status:

Married  Separated  Unmarried (includes single, divorced, widowed)

CO-APPLICANT'S NAME: \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ SS # \_\_\_\_-\_\_\_\_-\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: IA Zip Code: \_\_\_\_\_

Phone: # Home ( ) \_\_\_\_-\_\_\_\_-\_\_\_\_ Cell ( ) \_\_\_\_-\_\_\_\_-\_\_\_\_

Work ( ) \_\_\_\_-\_\_\_\_-\_\_\_\_

Email address: \_\_\_\_\_

Marital Status:

Married  Separated  Unmarried (includes single, divorced, widowed)

Household Size: \_\_\_\_\_ people (total number of people who live in your house)

## INCOME INFORMATION

	Applicant	Co-Applicant	Additional income	Others 18 and over
Hourly pay				
Hours worked per week				
If not hourly, monthly income				
Monthly Child Support/Alimony				
SSDI/Disability				
Social Security				

Total Savings  
(In any account type)

\$ \_\_\_\_\_

### Please answer the following:

Yes No

- Have you owned a home or land within the past three years?
- Have you declared bankruptcy within the past seven years? If yes, what year was it discharged? \_\_\_\_\_
- Are you willing and able to work required "sweat equity" hours (time spent building Habitat houses), including attending home buyer classes?
- Have you had income in the United States for at least 2 years?
- Are you authorized to work in the United States?

### FOR OFFICE USE ONLY:

Three Months of Pay History for All Adults Received: \_\_\_\_\_ \$25.00 Credit Report Fee Received: \_\_\_\_\_ Valid Photo ID Checked & Received: \_\_\_\_\_

Complete? YES NO Date Returned: \_\_\_\_\_ Date Letter Sent: \_\_\_\_\_

Approved? YES NO Comments: \_\_\_\_\_



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.

Accepted by: \_\_\_\_\_

**AUTHORIZATION TO RELEASE FINANCIAL, CREDIT, AND PERSONAL INFORMATION**

To Whom It May Concern:

I am a candidate for a home through Greater Des Moines Habitat for Humanity.

I hereby consent to the inspection, copying, and obtaining by interview any and all information concerning my financial status, credit and character by Greater Des Moines Habitat for Humanity, or any representative thereof. Such information shall include, but is not limited to, all financial records, documents, and reports from banks, mortgage companies, credit agencies, law enforcement agencies, and interviews with employers, landlords, neighbors, and personal references, etc. I understand that Habitat for Humanity screens all potential staff (whether paid or unpaid), board members, and applicant families on the sex offender registry.

I hereby consent to the sharing of information (as necessary) with the Greater Des Moines Habitat for Humanity's partner agencies.

I hereby consent to allow my property and family to be photographed and/or filmed for any purpose associated with Habitat for Humanity program.

I understand and agree that all photographs and/or film are the sole property of Greater Des Moines Habitat for Humanity and I will not claim any royalty or other sum due for use of such photographs and/or films.

\_\_\_\_\_  
Applicant's Name (print)

\_\_\_\_\_  
Co-Applicant's Name (print)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**INFORMATION FOR GOVERNMENT MONITORING PURPOSES**

**Please Read This Statement Before Completing the Box Below: The following information is requested by the Federal Government for certain types of loans related to a dwelling in order to monitor the lender's compliance with equal credit opportunity and fair housing laws. You are not required to furnish this information but are encouraged to do so. The law requires that a lender may neither discriminate on the basis of this information nor on whether you choose to furnish it. However, if you choose not to furnish it under Federal regulations this Lender is required to note race and sex on the basis of visual observation or surname. If you do not wish to furnish the above information, please check the box below. Lender must review the above material to assure that the disclosures satisfy all requirements to which the Lender is subject under applicable state law for the particular type of loan applied for.**

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**Applicant's Name**

\_\_\_\_\_

I do not wish to furnish this information

**Co-Applicant's Name**

\_\_\_\_\_

I do not wish to furnish this information

**Race/National Origin:**

- American Indian or Alaskan Native
- Native Hawaiian or Other Pacific Islander
- Black/African American
- Caucasian
- Asian
- American Indian or Alaskan Native AND Caucasian
- Asian AND Caucasian
- Black/African American AND Caucasian
- American Indian or Alaskan Native AND Black/African American
- Other (specify) \_\_\_\_\_

**Race/National Origin:**

- American Indian or Alaskan Native
- Native Hawaiian or Other Pacific Islander
- Black/African American
- Caucasian
- Asian
- American Indian or Alaskan Native AND Caucasian
- Asian and Caucasian
- Black/African American AND Caucasian
- American Indian or Alaskan Native AND Black/African American
- Other (specify) \_\_\_\_\_

**Ethnicity:**

Hispanic     Non-Hispanic

**Ethnicity:**

Hispanic     Non-Hispanic

**Sex:**

Female     Male

**Sex:**

Female     Male

**Birth Date:** \_\_\_/\_\_\_/\_\_\_

**Birth Date:** \_\_\_/\_\_\_/\_\_\_

**Marital Status:**

- Married
- Separated
- Unmarried (Including single, divorced, widowed)

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