



Partnership in Home Building Application

A. Applicant(s) Information

	Applicant	Co-Applicant
Name:	_____	_____
Date of Birth:	_____	_____
Marital Status:	_____	_____
Address:	_____	_____
	_____	_____
How long at this address?	_____	_____
Phone #(s):	_____	_____
US Citizen? Please circle:	YES or NO	YES or NO

List below the names of all of people who live in applicant's home, including applicant and co-applicant.

Name	Age	M/F	Relation to Applicant	Years at above address

B. Verification of information

- a. Please enclose a copy of your most recent Federal and/or State Income Tax Return as well as W-2 forms or last paycheck stub.
- b. Would you allow Habitat to do a criminal background check? Yes or No
- c. Would you be willing to provide Habitat with a copy of your credit history? Yes or No

C. Current housing situation

Number of bedrooms: _____ Number of bathrooms: _____

Is there a: Kitchen? _____ Dining Room? _____ Livingroom? _____

Briefly describe the condition of the home you live in: _____

Do you own your current residence or any other property? If yes, indicate address(es) and monthly costs such as insurance, mortgage, taxes, utilities, etc:

If renting, monthly rent: _____ Includes utilities? Yes or No If no, average monthly utility cost: _____

Name of Landlord: _____ Phone #: _____

If you do not rent or own your current residence please explain: _____

D. Income Information (if extra space is needed, please attach another sheet)

1. Applicant's Current Employment

1st Employer: _____ Position Title: _____

Supervisor: _____ Phone #: _____

Job duties: _____

Hours per week: _____ How long have you worked here? _____

Gross Salary: _____ Net salary: _____ per (circle one) hour week year

2nd Employer: _____ Position Title: _____

Supervisor: _____ Phone #: _____

Job duties: _____

Hours per week: _____ How long have you worked here?: _____

Gross Salary: _____ Net salary: _____ per (circle one) hour week year

Applicant's employment history for the last 5 years:

Employer	Location	dates of employment
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Co-applicant's Current Employment

1st Employer: _____ Position Title: _____

Supervisor: _____ Phone #: _____

Job duties: _____

Hours per week: _____ How long have you worked here? _____

Gross Salary: _____ Net salary: _____ per (circle one) hour week year

2nd Employer: _____ Position Title: _____

Supervisor: _____ Phone #: _____

Job duties: _____

Hours per week: _____ How long have you worked here?: _____

Gross Salary: _____ Net salary: _____ per (circle one) hour week year

Co-applicant's employment history for the last 5 years:

Employer	Location	dates of employment
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Other income sources: Include TANF, SNAP benefits, Social Security, SSI, Disability, Child Support, etc.

Who receives the income	Type of Income	Monthly Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Assets: Include savings, stocks, bonds, cars, other vehicles, property, life insurance, etc.

Asset name	type of asset	current value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Do you pay child support? _____ If yes, are payments current? _____

If yes, how much per month do you pay: _____ Payments due until: _____

6. Debts: (money owed) Include auto loans, credit cards, overdue utility bills, etc. List largest to smallest.

Person or Company	type of debt	current owed	monthly payment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

E. Other Information

a. Please state why you are applying for a Herkimer County Habitat for Humanity house.

b. How can you and your family assist in building your own home and other Habitat homes?

c. Please list any other information that you feel is pertinent about you and your family.

RELEASE OF INFORMATION

I/WE DO HEREBY GIVE PERMISSION TO Herkimer County Habitat for Humanity to contact my employer, past employer(s), landlord, past landlord(s) and references and do a credit check for the purpose of verifying the information included in this application and to determine my credit and need for Habitat housing. Habitat may also do a criminal background check.

Signed this day:

Applicant 1: _____

Date: _____

Applicant 1: _____

Date: _____

If I/we are selected for home ownership, I/we recognize and accept that I/we will need to be part of the publicity for Herkimer County Habitat for Humanity. I/we agree to the release of information, including names and/or photographs to the media.

Signed this day:

Applicant 1: _____

Date: _____

Applicant 1: _____

Date: _____

Please send:

1. This completed form
2. Copy of your last two consecutive pay stubs from each job
3. Copy of your last Federal and/or State income tax return form 1040.

Please send to: Herkimer County Habitat for Humanity PO Box 148 Herkimer, NY 13350

I/WE understand that 25 hours of the 500 sweat equity hours MUST BE COMPLETED BEFORE ACCEPTANCE AS A PARTNER FAMILY with Herkimer County Habitat for Humanity. If I am/we are not accepted as a partner family, there will be NO reimbursement for sweat equity hours

Signed this day:

Applicant 1: _____

Date: _____

Applicant 1: _____

Date: _____

We are pledged to the letter and spirit of US 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.

