



P.O. Box 2179 | Durango CO 81302-2179 | 150 E. 9th Street, Suite 207 | Durango CO 81301 | P: 970.259.1418 | F: 970.259.1298

Dear Homeownership Advising Client,

Thank you for your interest in our Homeownership Advising Program. Attached is our program application.

Please answer every question as best you can. Our office must receive all information, including bank and credit card statements, for prompt processing. You may submit the information via mail, fax, email, secure lockbox, or in person. Should you email the documentation, please request a secure link from our office. Send your request to info@homesfund.org. We typically need 2-3 business days to review your application, then our staff will contact you for an appointment.

SUBMIT COPIES THAT WE MAY KEEP; WE CANNOT MAKE COPIES FOR YOU.

Documentation:

- _____HomesFund Pre-Purchase Advising Application - (attached) - **Completed and signed.**
- _____Monthly Expenses /Budget Worksheet (attached). Provide your best estimates.
- _____Copy of Driver's License(s)
- _____Most recent paystubs covering 30 days
- _____Retirement, disability, child support or social security award letter (if applicable)
- _____2 Years Most Recent FEDERAL Tax Returns (State Returns not needed)
- _____2 years Most Recent W-2's
- _____2 Months Most Recent Bank Statements - **including checking and savings accts** - ALL pages
- _____Most Recent Retirement Account Statement
- _____2 Months Most Recent **credit card statements** - **Please send all credit card accounts that are being used and carry a balance**- ALL pages
- _____A check made payable to HomesFund for a credit report -

\$27.64 for a single person and \$52.88 for couples.

We also accept credit card/ debit cards for this report.

Please let us know in advance if you need assistance for mobility, visual, or hearing impairments or for other disabilities. Also, please let us know before your meeting if you need a language translator for services other than English. Should transportation be a challenge, we can communicate via Zoom.

Please review our Privacy Policy - attached. Don't hesitate to contact our office if you have any questions.

We look forward to working with you!

Sincerely,

Sharon Carroll
Homebuyer Program Coordinator
sharon@homesfund.org

Matt Morishige
Real Estate Asset Manager
matt@homesfund.org

Pam Moore
Executive Director
pam@homesfund.org

HomesFund Pre-Intake Summary

Welcome to HomesFund. We are looking forward to working with you during your preparation to purchase a new home!

WHAT TO EXPECT - After we receive a **complete** application **and** all necessary documents.

- Homesfund will review your household size and total household income for ALL household members over the age of eighteen who will be residing in the new home (even if they are not on the mortgage loan application). Income limits vary by county and are determined by the location of the property. We serve a five-county region, La Plata, Archuleta, Dolores, Montezuma, and San Juan Counties.
- **BUDGET, BUDGET, BUDGET. WE TAKE THIS VERY SERIOUSLY, AND SO SHOULD YOU! PAYMENT SHOCK (an increase in your housing expense) IS THE NUMBER ONE INDICATOR OF DEFAULT AND FORCLOSURE.**

The form you are required to complete is for a ***MONTHLY BUDGET***. Please do not put annual amounts in this budget. If you have an annual expense you'd like to include in your budget, use 1/12 of the annual amount and put that amount on the budget form.

If you live with another person and share household expenses, and this will continue at the new property, please complete just one combined budget for the household.

Homesfund will review a common thirty-day period of your spending transactions by reviewing bank statements and credit card statements. Your transactions are analyzed and grouped. For example, auto, groceries, dining, recurring purchases, etc. We will also include the proposed new mortgage payment you are considering. We carefully review household expenses to make sure that you can comfortably manage your new total housing payment, all utilities, and be able to save 5% of your gross monthly income. ***These are the requirements to successfully pass our budget review.*** The required savings will allow you to manage home maintenance or unexpected expenses including home repairs. Your budget will be analyzed and discussed during the intake meeting. **PLEASE BE THOUGHTFUL IN THE COMPLETION OF THE BUDGET IN YOUR HOMESFUND APPLICATION. INCOMPLETE OR UNREALISTIC BUDGETS WILL BE RETURNED TO YOU PRIOR TO PROCESSING YOUR APPLICATION.**

There are budgeting tools available online and as an app such as: Mint, You Need a Budget (YNAB), PocketGuard, and Goodbudget. Some are free, others may have a cost so make sure you are researching thoroughly before you download.

- Just like your mortgage lender, Homesfund will review your statements for deposits that are not related to income from your job. These deposits require an explanation of the source. This is common practice in mortgage underwriting.
- HomesFund will review your credit report (either pulled by us or a tri-merge credit report supplied by your lender). The credit report and credit score are very important elements of the qualifying process. Any current open credit will be used to calculate debt to income ratios for mortgage qualification. We will share your credit information during the intake meeting and provide a copy of the credit report to you, if requested.
- HomesFund will create loan scenarios. We analyze what type of loan might work best for you. Types of loans you may qualify for are Conventional, FHA, or USDA. We will include our down payment assistance loans in the loan scenarios if you qualify.
- If we determine that you qualify for our down payment assistance, we will discuss how the loans work and how it is paid back. Our most popular down payment assistance loans are based on a **Shared Appreciation** payback. These loans are effective affordable housing tools as they do not require a monthly payment. When the home is sold or refinanced (or the note is due under other conditions outlined in your loan documents) in exchange for no monthly payments over the life of the loan, the Homesfund will receive a portion of the appreciation. HomesFund will proportionally share in the increase in the value of the home, in relation to the percentage of the down payment loan provided in the initial purchase transaction. The value of the home at payoff is determined by the sales price to a new buyer (in an arm's length transaction) or a new appraisal. If there is no appreciation, there is nothing to share and only the original principal is owed. We do not share in depreciation (a decreased in the value of the home).

PROS

No monthly payments
 Better monthly affordability
 Able to reach higher purchase prices

CONS

Uncertain of the amount of the final and overall cost of funds
 Possible additional cost of an appraisal at payoff

The Homesfund does offer some of our loan programs as amortizing loans, with no share of appreciation. Please mention to your housing counselor if you are interested in these products.



Pre-Purchase Advising Application

150 E 9th Street, Suite 207, Durango CO 81301

970-259-1418

Applicant 1		Applicant 2	
Name: (First and Last)		Name: (First and Last)	
Street Address: City: State: Zip Code:		Street Address: City: State: Zip Code:	
<u>Mailing Address</u> (if different from above):		<u>Mailing Address</u> (if different from above):	
Home Phone: Cell Phone:		Home Phone: Cell Phone:	
Date of Birth: Age:		Date of Birth: Age:	
Social Security:		Social Security:	
E-Mail:		E-Mail:	
Are you Active Military? Veteran? YES NO YES NO		Are you Active Military? Veteran? YES NO YES NO	
Marital Status: Married Single		Marital Status: Married Single	
Current Employer: Date of Hire:		Current Employer: Date of Hire:	
Employer Address:		Employer Address:	
Monthly Income from Employment		Monthly Income from Employment	
Gross (pre-tax)\$ _____ Net (after taxes)\$ _____		Gross (pre-tax)\$ _____ Net (after taxes)\$ _____	
Average Hours Per Week: Full Time: ____ Part Time: _____		Average Hours Per Week: Full Time: ____ Part Time: _____	
Self Employed: Yes No		Self Employed: Yes No	
Are you paid on commission or do you receive a bonus or overtime? Yes ____ No ____		Are you paid on commission or do you receive a bonus or overtime? Yes ____ No ____	
Do you receive monthly Income from any Other Sources - Please explain (Ex: Child Support, Alimony, Social Security, Retirement, etc.)		Do you receive monthly Income from any Other Sources - Please explain (Ex: Child Support, Alimony, Social Security, Retirement, etc.)	
Have you declared bankruptcy in the last 4 years? Yes No		Have you declared bankruptcy in the last 4 years? Yes No	
Are you a registered Sexual Offender? Yes No		Are you a registered Sexual Offender? Yes No	
Have you ever been convicted of a felony? Yes No		Have you ever been convicted of a felony? Yes No	

HOUSEHOLD INFORMATION

Household Size _____ (adults and children)

Number of Adults (over 18) in the Household _____ Number of Dependents ____ Ages _____

Are you a single/parent head of household? Yes ___ No ___

EDUCATION

Applicant 1	Applicant 2
Level of Education (Please Circle): Graduate School Bachelors Associates High School/GED Jr. High School Vocational None	Level of Education (Please Circle): Graduate School Bachelors Associates High School/GED Jr. High School Vocational None
Have you taken Homebuyer Education Class? Yes No if yes - WHEN? _____	Have you taken Homebuyer Education Class? Yes No if yes - WHEN? _____

REAL ESTATE

Are you currently working with a lender? Yes No <i>If yes, who?</i>	Are you currently working with a lender? Yes No
Are you currently working with a realtor? Yes No <i>If yes, who?</i>	Are you currently working with a realtor? Yes No
Are you currently under contract? Yes No <i>If yes, please provide a copy of the contract</i>	Are you currently under contract? Yes No
Have you owned a home in the last 3 years? Yes No <i>If NO, please fill out the First Time Homebuyer Certification Section below...</i>	Have you owned a home in the last 3 years? Yes No
Do you own any other real estate? Yes No	Do you own any other real estate? Yes No

First-Time Homebuyer Certification

Note: Ownership interest in a property includes any real property owned in or outside of the United States in the last three years. This does not include: heir's property, undeveloped land, a manufactured home or mobile home titled as personal property, or a contract for deed.

Applicant #1 - Name (First, Middle, Last, Suffix): _____

By signing below, I, as an applicant for a home mortgage loan, certify that

(1) I will occupy the property as my primary residence; and

(2) I have had no ownership interest (sole or joint) in another property during the last three years.

I certify that the foregoing is true and correct.

Signature _____ **Date:** _____

Applicant #2 - Name (First, Middle, Last, Suffix): _____

By signing below, I, as an applicant for a home mortgage loan, certify that

(1) I will occupy the property as my primary residence; and

(2) I have had no ownership interest (sole or joint) in another property during the last three years.

I certify that the foregoing is true and correct.

Signature _____ **Date:** _____

How did you hear about us?

The following information is requested by the Federal Government in order to monitor compliance with equal credit opportunity, fair housing, and home mortgage disclosure laws. You are not required to furnish this information but are encouraged to do so. This agency may not discriminate on the basis of ethnicity, race or sex.

Please choose one from each column below for Applicant 1

<u>Ethnicity:</u>	<u>Sex:</u>	<u>Race:</u>
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Female	<input type="checkbox"/> American Indian or Alaska Native
<input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> Male	<input type="checkbox"/> Native Hawaiian or Pacific Islander
<input type="checkbox"/> Choose not to respond	<input type="checkbox"/> Other/Non-Conforming	<input type="checkbox"/> Asian
		<input type="checkbox"/> White
		<input type="checkbox"/> Black or African American
		<input type="checkbox"/> More than one Race
		<input type="checkbox"/> Choose not to respond

Please Read and Check Boxes:

- I authorize HomesFund to obtain a consumer credit report to evaluate my readiness to purchase a home.
- I authorize the sharing of information contained within my client file with the US Department of Housing and Urban Development (HUD) in the event HomesFund files are audited. *(Must be marked to receive Pre-Purchase Advisement Services.)*

By signing below, I certify that the information contained in this application is true, correct and complete. I have made no misrepresentations, nor did I omit any pertinent information.

Applicant 1 _____ Date: _____

The following information is requested by the Federal Government in order to monitor compliance with equal credit opportunity, fair housing, and home mortgage disclosure laws. You are not required to furnish this information but are encouraged to do so. This agency may not discriminate on the basis of ethnicity, race or sex.

Please choose one from each column below for Applicant 2

<u>Ethnicity:</u>	<u>Sex:</u>	<u>Race:</u>
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Female	<input type="checkbox"/> American Indian or Alaska Native
<input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> Male	<input type="checkbox"/> Native Hawaiian or Pacific Islander
<input type="checkbox"/> Choose not to respond	<input type="checkbox"/> Other/Non-Conforming	<input type="checkbox"/> Asian
		<input type="checkbox"/> White
		<input type="checkbox"/> Black or African American
		<input type="checkbox"/> More than one Race
		<input type="checkbox"/> Choose not to respond

Please Read and Check Boxes:

- I authorize HomesFund to obtain a consumer credit report to evaluate my readiness to purchase a home.
- I authorize the sharing of information contained within my client file with the US Department of Housing and Urban Development (HUD) in the event HomesFund files are audited. *(Must be marked to receive Pre-Purchase Advisement Services.)*

By signing below, I certify that the information contained in this application is true, correct and complete. I have made no misrepresentations, nor did I omit any pertinent information.

Applicant 2 _____ Date: _____



**MONTHLY
BUDGET**

Borrower Name _____

DATE _____

\$\$ NET INCOME (Money you take home after taxes, insurance and retirement are deducted) \$\$			
Employer Name	Source	Net Amount	
TOTAL			0
EXPENSES			
	Client		Client
AUTO		UTILITIES	
Auto Insurance		Cable TV	
Auto Loan		Cell Phone	
Auto Tags/Registration		Electricity	
Auto Repairs		Heating/Propane	
Gas		Internet	
Total	0	Telephone/ Land Line	
CREDIT CARD PAYMENTS		Trash	
Credit Card 1		Water/Sewer	
Credit Card 2		Total	0
Credit Card 3		SAVINGS	
Credit Card 4		Retirement	
Credit Card 5		Savings	
Collections		Total	0
Total	0	Personal Spending	
EDUCATION		Amazon/ On-Line Purchases	
Tuition		Barber/Beauty Shop	
Book/Supplies		Child Care	
Student Loans		Clothing	
Total	0	Child Support/Alimony	
INSTALLMENT/CAR LOANS		Club Dues/Membership Fees	
Installment/Personal		Home Depot/ Kroegers/ etc	
Installment/Personal		Laundry	
Installment/Other		Paper Products/Toiletries/Home Supplies	
Total	0	Pet Expense	
HOUSING		other personal spending	
1st Mortgage Payment <i>(if you already have a home)</i>		Total	0
Homeowner/Renters Insurance		Discretionary	
Home Maintenance		Charity/Tithing	
Rent		Convenience Stores	
Total	0	Dining Out/ Entertainment	
GROCERIES		Gifts	
City Market/Albertsons/ NO/ NG		Vacations/Travel	
Wal-Mart/Wal-Greens		Total	0
Total	0	Other Transactions	
INSURANCE			
Health Insurance			
Life Insurance			
Total	0		
Medical Bills			
Dental			
Doctor Visit/Co-Pay		Total	0
Medical Bills		Total Expenses	0
Medications		Net Income	0
Vision/Glasses/Contacts		Surplus/Defecit	0
Total	0		

**FACTS****What Does HomesFund Do With Your Personal Information?**

Why?	Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also required us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.
What?	The types of personal information we collect and share depend on the product or service you have with us. This information can include: <ul style="list-style-type: none"> • Social Security Number and assets • employment information and Income • credit history and credit card or other debt When you are <i>no longer</i> our customer, we continue to share your information as described in this notice.
How?	All financial companies need to share customers' personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers' personal information; the reasons HomesFund chooses to share; and whether you can limit this sharing.

Reasons we can share your personal information	Does HomesFund share?	Can you limit this sharing?
For our everyday business purposes -- such as to process your transactions, maintain your account(s), responds to court orders and legal investigations, or report to credit bureaus	Yes	No
For our marketing purposes -- to offer our products and services to you	No	We Don't Share
For joint marketing with other financial companies	No	We Don't Share
For our affiliates' everyday business purposes -- information about your transactions and experiences	No	We Don't Share
For our affiliates' everyday business purposes -- information about your creditworthiness	No	We Don't Share
For our affiliates to market to you	No	We Don't Share
For nonaffiliates to market to you	No	We Don't Share

Questions?	<ul style="list-style-type: none"> • Call 970-259-1418 or go to www.homesfund.org or email: info@homesfund.org
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Who we are	
Who is providing this notice?	HomesFund 150 E. 9th Street, Suite 207 PO Box 2179 Durango, CO 81302
What we do	
How does HomesFund protect my personal information?	To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings.
How does HomesFund collect my personal information?	We collect your personal information, for example, when you <ul style="list-style-type: none"> • give us your income information or • give us your employment history • apply for financing or • show your government-issued ID • seek financial or tax advice We also collect your personal information from others, such as credit bureaus, affiliates, or other companies.
Why can't I limit all sharing?	Federal law gives you the right to limit only <ul style="list-style-type: none"> • sharing for affiliates' everyday business purposes - information about your creditworthiness • affiliates from using your information to market to you • sharing for non-affiliates to market to you State Laws and individual companies may give you additional rights to limit sharing.
Definitions	
Affiliates	Companies related by common ownership or control. They can be financial and nonfinancial companies. <i>HomesFund has no affiliates.</i>
Nonaffiliates	Companies not related by common ownership or control. They can be financial and nonfinancial companies. <ul style="list-style-type: none"> • <i>HomesFund does not share with nonaffiliates so they can market to you.</i>
Joint marketing	A formal agreement between nonaffiliated financial companies that together market financial products or services to you. <ul style="list-style-type: none"> • <i>HomesFund doesn't jointly market.</i>



**EQUAL HOUSING
OPPORTUNITY**

**We Do Business in Accordance With the Federal Fair
Housing Law**

(The Fair Housing Amendments Act of 1988)

**It is Illegal to Discriminate Against Any Person
Because of Race, Color, Religion, Sex,
Handicap, Familial Status, or National Origin**

In the sale or rental of housing or
residential lots

In the provision of real estate
brokerage services

In advertising the sale or rental
of housing

In the appraisal of housing

In the financing of housing

Blockbusting is also illegal

Anyone who feels he or she has been
discriminated against may file a complaint of
housing discrimination:

1-800-669-9777 (Toll Free)

1-800-927-9275 (TTY)

www.hud.gov/fairhousing

**U.S. Department of Housing and
Urban Development
Assistant Secretary for Fair Housing and
Equal Opportunity
Washington, D.C. 20410**
