



Return Application to:
 Clinch River Habitat for Humanity
 111 Randolph Road • Oak Ridge, TN 37830
 Phone: (865) 483-5433



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.

Application for Housing Program

Dear Applicant: The Application For Housing Program process involves the applicant(s) completing this application and attending a Homeownership Orientation session. Information obtained from the application will be used to help determine if the applicant meets the financial qualifications and criteria for a Habitat home. The Homeownership Orientation session will provide potential homeowners with valuable information about Clinch River Habitat for Humanity, give an overview of how the homeownership program works, and explain other requirements and criteria for partnership.

1. APPLICANT INFORMATION

Applicant	Co-Applicant
Applicant's Name:	Co-Applicant's Name:
Applicant's E-mail Address:	Co-Applicant's E-mail Address:
Present Address: ☐ Own ☐ Rent Street _____ Post Office Box # _____ City, State Zip Code _____ Home Phone Number: _____ Cell Phone Number: _____ Number of Years Living at this address: _____	Present Address: ☐ Own ☐ Rent Street _____ Post Office Box # _____ City, State Zip Code _____ Home Phone Number: _____ Cell Phone Number: _____ Number of Years Living at this address: _____
_____ / _____ / _____ Social Security Number Date of Birth	_____ / _____ / _____ Social Security Number Date of Birth
☐ Married ☐ Separated ☐ Unmarried (including single, divorced, widowed)	☐ Married ☐ Separated ☐ Unmarried (including single, divorced, widowed)

Dependents (people who will be living in the house with you)

Name	Date of Birth	Male/Female	Social Security Number
_____	_____	☐ ☐	_____
_____	_____	☐ ☐	_____
_____	_____	☐ ☐	_____
_____	_____	☐ ☐	_____
_____	_____	☐ ☐	_____
_____	_____	☐ ☐	_____
_____	_____	☐ ☐	_____
_____	_____	☐ ☐	_____

2. EMPLOYMENT INFORMATION

Applicant		Co-Applicant	
<u>Current Employer</u> Company _____ Name _____ Address _____ City _____ State, Zip _____	Years on Job _____ Gross Monthly Pay \$ _____	<u>Current Employer</u> Company _____ Name _____ Address _____ City _____ State, Zip _____	Years on Job _____ Gross Monthly Pay \$ _____
Type of Business	Business Phone	Type of Business	Business Phone
Applicant		Co-Applicant	
<u>Previous Employer</u> Company _____ Name _____ Address _____ City _____ State, Zip _____	Years on Job _____ Gross Monthly Pay \$ _____	<u>Previous Employer</u> Company _____ Name _____ Address _____ City _____ State, Zip _____	Years on Job _____ Gross Monthly Pay \$ _____
Type of Business	Business Phone	Type of Business	Business Phone

3. MONTHLY INCOME

Gross Monthly Income	Applicant	Co-Applicant
Employment Income	\$ _____	\$ _____
AFDC	\$ _____	\$ _____
Social Security	\$ _____	\$ _____
SSI	\$ _____	\$ _____
Disability	\$ _____	\$ _____
Alimony	\$ _____	\$ _____
Child Support	\$ _____	\$ _____
Other (List)	\$ _____	\$ _____
Other (List)	\$ _____	\$ _____

Other than Applicant and Co-Applicant, list income of all household members over age 18 :

Name: _____	Age: _____	Monthly Wages: \$ _____
Name: _____	Age: _____	Monthly Wages: \$ _____
Name: _____	Age: _____	Monthly Wages: \$ _____
Name: _____	Age: _____	Monthly Wages: \$ _____
Name: _____	Age: _____	Monthly Wages: \$ _____
Name: _____	Age: _____	Monthly Wages: \$ _____

4. REGULAR MONTHLY EXPENSES

What are your monthly expenses (bills)?

	Monthly Amount		Monthly Amount
Rent	\$ _____	Cable TV, Internet, Telephone/Cell Phone	\$ _____
Utilities (Water, Gas, Electric)	\$ _____	Job Related Expenses (Union Dues, etc)	\$ _____
Car Payments	\$ _____	Student Loans	\$ _____
Insurance	\$ _____	Alimony/Child Support	\$ _____
Child Care	\$ _____	Medical Expenses	\$ _____
Credit Card Payments	\$ _____	Other (Explain)	\$ _____

5. CREDIT

To Whom you and the co-applicant owe money (EX: Auto Loan, Personal Loan, Credit Cards, etc)

Name of Company _____ Address _____ City _____ State, Zip _____	Monthly Payment \$ _____ Unpaid Balance \$ _____	Name of Company _____ Address _____ City _____ State, Zip _____	Monthly Payment \$ _____ Unpaid Balance \$ _____
Account Number	Months left to pay	Account Number	Months left to pay
Name of Company _____ Address _____ City _____ State, Zip _____	Monthly Payment \$ _____ Unpaid Balance \$ _____	Name of Company _____ Address _____ City _____ State, Zip _____	Monthly Payment \$ _____ Unpaid Balance \$ _____
Account Number	Months left to pay	Account Number	Months left to pay
Name of Company _____ Address _____ City _____ State, Zip _____	Monthly Payment \$ _____ Unpaid Balance \$ _____	Name of Company _____ Address _____ City _____ State, Zip _____	Monthly Payment \$ _____ Unpaid Balance \$ _____
Account Number	Months left to pay	Account Number	Months left to pay

6. HOUSING EXPERIENCES

Current Landlord Company _____ Name _____ Address _____ City _____ State, Zip _____ Phone _____	Time Living at this Address _____ Amount Paid in Rent. _____	Previous Landlord Company _____ Name _____ Address _____ City _____ State, Zip _____ Phone _____	Time Living at this Address _____ Amount Paid in Rent. _____
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7. CURRENT HOUSING CONDITION

In the space below, describe the conditions of the house or apartment where you live and/or the circumstances of your living conditions where you live. Explain why you are applying for the Habitat Housing Program.

8. PROPERTY INFORMATION

Where in Anderson County do you prefer to live? _____ Would you be willing to live in any other part of the county. _____ If you are unable to relocate, please state the reason(s) _____

Does anyone in your family have special needs? ☐ Yes ☐ No

If Yes, will this affect the house design? ☐ Yes ☐ No

9. DECLARATIONS

Please Check the Box That Best Answers the Following Questions for You and Co-Applicant.

Answering "yes" to any of these questions does not automatically disqualify you.	Applicant		Co-Applicant	
A. Do you have any debt because of a court decision/judgment against you?	☐ Yes	☐ No	☐ Yes	☐ No
B. Have you been declared bankrupt within the past 7 years?	☐ Yes	☐ No	☐ Yes	☐ No
C. Have you had property foreclosed on in the last 7 years?	☐ Yes	☐ No	☐ Yes	☐ No
D. Are you currently involved in a lawsuit?	☐ Yes	☐ No	☐ Yes	☐ No
E. Are you paying alimony or child support?	☐ Yes	☐ No	☐ Yes	☐ No
F. Have you ever applied for a mortgage loan from another lending institution?	☐ Yes	☐ No	☐ Yes	☐ No
G. Have you ever applied for a Habitat house?	☐ Yes	☐ No	☐ Yes	☐ No
H. Have you ever been convicted of a felony?	☐ Yes	☐ No	☐ Yes	☐ No
I. Are you a U.S. citizen or have permanent residency status?	☐ Yes	☐ No	☐ Yes	☐ No
J. Are you a Veteran or currently serving in the military?	☐ Yes	☐ No	☐ Yes	☐ No

If you answered "yes" to any question A through H, please explain. Use a separate sheet of paper if necessary.

10. AUTHORIZATION AND RELEASE

I understand that by filing this application, I am authorizing Clinch River Habitat for Humanity to evaluate my actual need for a Habitat home, my ability to repay the home loan and other expenses of homeownership and my willingness to be a Habitat partner family. I also understand that the evaluation will include personal interviews and a home visit, I acknowledge that Clinch River Habitat for Humanity screens all potential staff (whether paid or unpaid), board members and applicant families on the sex offender registry, and that by completing this application, I am submitting myself and all persons listed on the first page of the application to such an inquiry. In addition, I understand that by completing this application, I am submitting myself and all persons listed on the first page of the application to a criminal background check.

Furthermore, I understand that the completion of this application in no way guarantees that I will receive housing through Clinch River Habitat for Humanity. I have answered all the questions on this application truthfully. I understand that if I have not answered the questions truthfully, my application may be denied, and that even if I have already been selected to purchase a Habitat home, I may be disqualified from the program. The original or a copy of this application will be retained by Clinch River Habitat for Humanity even if the application is not approved.

Applicant Signature

Date

Co-Applicant Signature

Date

X _____ X _____



Clinch River
Habitat
for Humanity®

**Required Supporting Documents Needed for
Habitat's Housing Program**

- Valid driver's license (Government issued identification)
- Social Security Card
- Last two (2) federal income tax documents
- Last four (4) paycheck stubs or proof of income
- Last three (3) bank statements
- Documentation of any other sources of income

If any of these apply:

- *proof of child support or alimony
- *proof of government assistance
- *Verification of Social Security benefits
- *Verification of Disability benefits
- *Verification of Retirement benefits

- This page signed

Contact Clinch River Habitat for Humanity for additional information:

Charlotte Bowers
Executive Director
111 Randolph Road
Oak Ridge, Tennessee 37830
Office Phone: (865) 483-5433
Email: charlotte@clinchriverhfh.org

I certify that I have attended the Habitat Homeowner Orientation Class (On Sept 21, 22nd or 29th) and have not included any original documents with my submission.

Signed: _____

Date: _____