



IDAHO PANHANDLE HABITAT FOR HUMANITY  
SANDPOINT, IDAHO

**Application for Self-build Housing Opportunity**

The Habitat of Humanity housing program is based on Christian principles of sharing and self-help. The basic idea is that prospective homeowners build their own homes in partnership with Habitat volunteers and donors.

**HOW HABITAT WORKS**

1. **Apply.** Families fill out and mail in the application, which is forwarded to the Idaho Panhandle Family Selection Committee.
2. **Credit/Background Check.** A credit/background check is run on all applicants. A check in the amount of \$18 for singles and \$36 for couples must accompany the application.
3. **Qualifications.** The Idaho Panhandle Habitat for Humanity Family Selection Committee reviews all applications to assess housing need, ability to re-pay a mortgage and willingness to partner.
4. **Home Visit.** When it is time to select a new family, members of the Idaho Panhandle Habitat for Humanity Family Selection Committee makes a home visit to each qualified family.
5. **Selection.** After home visits with applicants are completed, the Idaho Panhandle Habitat for Humanity Family Selection Committee selects one family to be the homeowner recipient (family).
6. **House Construction.** Members of the homeowner recipient family begin contributing sweat equity hours, first on other Habitat homes and projects, and then on their home. 300 hours of sweat equity for single parents and 500 hours for couples is required for the selected recipient to be eligible for the new home. Recipients are also required to take a budgeting course, establish a savings habit and save at least \$1,000 for house closing costs. It is generally about 18 months between selection of the family and the family moving into the home.
7. **House Closing.** The family signs an agreement (mortgage) to make regular monthly payments for 30 years, after which they become full owners of the home. Required monthly payments vary depending on each home's building costs and the applicant's ability to pay.

**HABITAT FOR HUMANITY PRINCIPLES**

1. All work done by a local Habitat project demonstrates the love of God in Jesus Christ to meet the housing needs of God's people.
2. Habitat depends entirely on the generosity of its donors and volunteers. No government funds are involved.
3. Each homeowner family has two partners, volunteers from the Family Selection Committee who work with the family to explain requirements, answer questions, arrange work schedules, give help with personal problems, and ensure that the family meets work, savings and house payment requirements.
4. The local Habitat committee is ecumenical, with representatives from businesses, churches and other members of the community.
5. Homes are built with no profit and no interest on loans.
6. Habitat follows an objective, non-discriminatory selection process in choosing the family.
7. Homes are simple, decent dwellings, built within the ability of the family to repay.
8. Homeowner payments are used to help build more homes for families in need.
9. Each Habitat chapter has its books audited annually. The books are open and available to review.

Mail completed application to:

Idaho Panhandle Habitat for Humanity  
Attn: Family Selection Committee  
PO Box 1191  
Sandpoint, ID 83864



Idaho Panhandle Habitat for Humanity  
 1519 Baldy Park Road, Sandpoint, ID 83864  
 Contact Phone: 208-265-5313

# Application

## Habitat Homeownership Program



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.

**Dear Applicant:** Please complete this application to determine if you qualify for the Habitat for Humanity homeownership program. Please fill out the application as completely and accurately as possible. All information you include on this application will be kept confidential in accordance with the Gramm-Leach-Bliley Act.

1. APPLICANT INFORMATION	
Applicant	Co - applicant
<b>Applicant's name</b>	<b>Co-applicant's name</b>
Social Security number      Home phone      Age	Social Security number      Home phone      Age
<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (Incl. single, divorced, widowed)	<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (Incl. single, divorced, widowed)
<b>Dependents</b> and others who will live with you (not listed by co-applicant)	<b>Dependents</b> and others who will live with you (not listed by co-applicant)
Name      Age      Male      Female	Name      Age      Male      Female
_____      _____ <input type="checkbox"/> <input type="checkbox"/>	_____      _____ <input type="checkbox"/> <input type="checkbox"/>
_____      _____ <input type="checkbox"/> <input type="checkbox"/>	_____      _____ <input type="checkbox"/> <input type="checkbox"/>
_____      _____ <input type="checkbox"/> <input type="checkbox"/>	_____      _____ <input type="checkbox"/> <input type="checkbox"/>
_____      _____ <input type="checkbox"/> <input type="checkbox"/>	_____      _____ <input type="checkbox"/> <input type="checkbox"/>
_____      _____ <input type="checkbox"/> <input type="checkbox"/>	_____      _____ <input type="checkbox"/> <input type="checkbox"/>
Present address (street, city, state, ZIP code) <input type="checkbox"/> Own <input type="checkbox"/> Rent	Present address (street, city, state, ZIP code) <input type="checkbox"/> Own <input type="checkbox"/> Rent
Number of years _____	Number of years _____
If living at present address for less than two years, complete the following	
Last address (street, city, state, ZIP code) <input type="checkbox"/> Own <input type="checkbox"/> Rent	Last address (street, city, state, ZIP code) <input type="checkbox"/> Own <input type="checkbox"/> Rent
Number of years _____	Number of years _____

### 2. FOR OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE

Date received: \_\_\_\_\_ Date of selection committee approval: \_\_\_\_\_  
 Date of notice of incomplete application letter: \_\_\_\_\_ Date of board approval: \_\_\_\_\_  
 Date of adverse action letter: \_\_\_\_\_ Date of partnership agreement: \_\_\_\_\_

### 3. WILLINGNESSTOPARTNER

To be considered for Habitat homeownership, you and your family must be willing to complete a certain number of "sweat-equity" hours. Your help in building your home and the homes of others is called "sweat equity" and may include clearing the lot, painting, helping with construction, working in the Habitat office, attending homeownership classes or other approved activities.

	Yes	No
I AM WILLING TO COMPLETE THE REQUIRED SWEAT-EQUITY HOURS:    Applicant	<input type="checkbox"/>	<input type="checkbox"/>
Co-applicant	<input type="checkbox"/>	<input type="checkbox"/>

### 4. PRESENT HOUSING CONDITIONS

Number of bedrooms (please circle)      **1   2   3   4   5**

Other rooms in the place where you are currently living:

Kitchen     Bathroom     Living room     Dining room     Other (please describe) \_\_\_\_\_

If you rent your residence, what is your monthly rent payment? \$ / month (Please supply a copy of your lease or a copy of a money order receipt or canceled rent check.)

Name, address and phone number of current landlord: \_\_\_\_\_

In the space below, describe the condition of the house or apartment where you live. Why do you need a Habitat home?

### 5. PROPERTY INFORMATION

If you own your residence, what is your monthly mortgage payment? \$ \_\_\_\_\_ / month    Unpaid balance \$ \_\_\_\_\_

Do you own land?     No     Yes                      Monthly payment \$ \_\_\_\_\_    Unpaid balance \$ \_\_\_\_\_

If you wish your property to be considered for building your Habitat home, please attach land documentation.

### 6. EMPLOYMENT INFORMATION

Applicant		Co - applicant	
Name and address of <b>CURRENT</b> employer	Years on this job	Name and address of <b>CURRENT</b> employer	Years on this job
	Monthly (gross) wages \$		Monthly (gross) wages \$
Type of business	Business phone	Type of business	Business phone
<b>If working at current job less than one year, complete the following information</b>			
Name and address of <b>LAST</b> employer	Years on this job	Name and address of <b>LAST</b> employer	Years on this job
	Monthly (gross) wages \$		Monthly (gross) wages \$
Type of business	Business phone	Type of business	Business phone



**10. DEBT**

Account	To whom do you and the co - applicant(s) owe money?					
	Applicant			Co - applicant		
	Monthly payment	Unpaid balance	Months left to pay	Monthly payment	Unpaid balance	Months left to pay
Other motor vehicle	\$	\$	\$	\$	\$	\$
Boat	\$	\$	\$	\$	\$	\$
Furniture, appliance, televisions (includes rent-to-own)	\$	\$	\$	\$	\$	\$
Alimony	\$	\$	\$	\$	\$	\$
Child support	\$	\$	\$	\$	\$	\$
Credit card	\$	\$	\$	\$	\$	\$
Credit card	\$	\$	\$	\$	\$	\$
Credit card	\$	\$	\$	\$	\$	\$
Total medical	\$	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$	\$
<b>Total</b>	\$	\$	\$	\$	\$	\$

Account	Monthly expenses		
	Applicant	Co - applicant	Total
Rent	\$	\$	\$
Utilities	\$	\$	\$
Insurance	\$	\$	\$
Child care	\$	\$	\$
Internet service	\$	\$	\$
Cell phone	\$	\$	\$
Land line	\$	\$	\$
Business expenses	\$	\$	\$
Union dues	\$	\$	\$
Other	\$	\$	\$
Other	\$	\$	\$
Other	\$	\$	\$
<b>Total</b>	\$	\$	\$

## 11. DECLARATIONS

Please circle the word that best answers the following questions for you and the co - applicant

	Applicant	Co - applicant
a. Do you have any outstanding judgments because of a court decision against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Have you been declared bankrupt within the past seven years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Have you had property foreclosed on in the past seven years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Are you currently involved in a lawsuit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Are you paying alimony or child support?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Are you a U.S. citizen or permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered "yes" to any question a through e, or "no" to question f, please explain on a separate piece of paper.

## 12. AUTHORIZATION AND RELEASE

I understand that by filing this application, I am authorizing Habitat for Humanity to evaluate my actual need for the Habitat homeownership program, my ability to repay the no-interest loan and other expenses of homeownership, and my willingness to be a partner through sweat equity. I understand that the evaluation will include personal visits, a credit check and employment verification. 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 receive a Habitat home, I may be disqualified from the program. The original or a copy of this application will be retained by Habitat for Humanity even if the application is not approved.

I also understand that Habitat for Humanity screens all applicant families on the sex offender registry. By completing this application, I am submitting myself to such an inquiry. I further understand that by completing this application, I am submitting myself to a criminal background check.

Applicant signature

Date

Co-applicant signature

Date

X \_\_\_\_\_

X \_\_\_\_\_

**PLEASE NOTE:** If more space is needed to complete any part of this application, please use a separate sheet of paper and attach it to this application. Please mark your additional comments with "A" for applicant or "C" for co-applicant.

Applicant's name \_\_\_\_\_

Co-applicant's name \_\_\_\_\_

**13. INFORMATION FOR GOVERNMENT MONITORING PURPOSES**

**PLEASE READ THIS STATEMENT BEFORE COMPLETING THE BOX BELOW:** The following information is requested by the federal government for loans related to the purchase of homes, 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 provides that a lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it or not. However, if you choose not to furnish it, under federal regulations this lender is required to note ethnicity, race and sex on the basis of visual observation or surname. If you do not wish to furnish the information below, please check the box below.

Applicant	Co - applicant
<p><input type="checkbox"/> I do not wish to furnish this information</p> <p><b>Race</b> (applicant may select more than one racial designation):</p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Native Hawaiian or other Pacific Islander</p> <p><input type="checkbox"/> Black/African-American</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Asian</p> <p><b>Ethnicity:</b></p> <p><input type="checkbox"/> Hispanic or Latino      <input type="checkbox"/> Non-Hispanic or Latino</p> <p><b>Sex:</b></p> <p><input type="checkbox"/> Female      <input type="checkbox"/> Male</p> <p><b>Birthdate:</b> ____ / ____ / ____</p> <p><b>Marital status:</b></p> <p><input type="checkbox"/> Married</p> <p><input type="checkbox"/> Separated</p> <p><input type="checkbox"/> Unmarried (Incl. single, divorced, widowed)</p>	<p><input type="checkbox"/> I do not wish to furnish this information</p> <p><b>Race</b> (applicant may select more than one racial designation):</p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Native Hawaiian or other Pacific Islander</p> <p><input type="checkbox"/> Black/African-American</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Asian</p> <p><b>Ethnicity:</b></p> <p><input type="checkbox"/> Hispanic or Latino      <input type="checkbox"/> Non-Hispanic or Latino</p> <p><b>Sex:</b></p> <p><input type="checkbox"/> Female      <input type="checkbox"/> Male</p> <p><b>Birthdate:</b> ____ / ____ / ____</p> <p><b>Marital status:</b></p> <p><input type="checkbox"/> Married</p> <p><input type="checkbox"/> Separated</p> <p><input type="checkbox"/> Unmarried (Incl. single, divorced, widowed)</p>

To be completed only by the person conducting the interview	
This application was taken by:	Interviewer's name (print or type)
	Interviewer's signature <span style="float: right;">Date</span>
	Interviewer's phone number



### AUTHORIZATION FOR BACKGROUND AND CREDIT CHECK

(Please read and sign this form in the space provided below. Your written authorization and background/credit check fee of \$18.00 for individuals or \$36.00 for married applicants is necessary for completion of the application process.)

I, \_\_\_\_\_, hereby authorize Habitat for Humanity to investigate my background and credit report for purposes of evaluating whether I am qualified for the home for which I am applying. I understand that the Habitat for Humanity will utilize an outside firm or firms to assist in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice.

I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application will not be processed further.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name – Printed

\_\_\_\_\_  
Applicant's Date of Birth

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name – Printed

\_\_\_\_\_  
Applicant's Date of Birth