

PRE-APPLICATION QUESTIONNAIRE

GENERAL INFORMATION AND INSTRUCTIONS

Keep This Page for Your Records

Welcome to Sussex County Habitat for Humanity's homeowner selection process. We are very pleased that you have expressed an interest in becoming one of our future homeowners. Sussex County Habitat for Humanity is a non-profit, non-denominational Christian housing ministry that builds simple, decent and affordable homes in partnership with low-income families in Sussex County.

Qualifying for a Home: Partner Families are qualified through an extensive application process that considers the family's *ability to pay* an affordable mortgage, *demonstration of need* for housing, and the family's *willingness to partner* by completing all program requirements needed to be a Habitat partner family. The applicant(s) must live and/or work in Sussex County and maintain a steady and reliable source of income for 12 consecutive months.

Partner Family Program Requirements:

- Investing 200 hours (single head of household)/ 350 hours (joint head of household) in "sweat equity" to build your own home and the homes of other Habitat partner families.
- Depositing a minimum of \$3,000 in closing costs for the purchase of your home.
- Paying off all delinquent debt before settlement.
- Attending monthly pre-purchase education courses and financial coaching sessions.
- Being a positive Habitat ambassador in the community.

Instructions for Applying for a Home:

Please Send in the Following Items:

- Pre-application questionnaire (*complete both front and back*)
- Copies of the applicant/co-applicant's two months of recent paycheck stubs showing year-to-date gross earnings for each job.
- Copies of additional income statements/benefit letters (*i.e. child support, disability, SSI, Food Stamp Benefits*)
- Signed authorization form to request a credit check.
- Signed sex offender registry authorization form.
- A \$25 money order made out to SCHFH.
 - You can purchase a money order at your local post office.
 - We **do not** accept check or cash.

Answer the following questions to see if you should apply for a Habitat home:

- Do you live and/or work in Sussex County? Yes No
- Do you live in substandard, overcrowded or overly expensive housing? Yes No
- Does your family's yearly gross income fit within the following guidelines? Yes No

Family Size	2025 HUD Yearly Income Guidelines Income Not Less Than	Income Not More Than
1	\$20,490	\$40,980
2	\$23,400	\$46,800
3	\$26,340	\$52,680
4	\$29,250	\$58,500
5	\$31,590	\$63,180
6	\$33,930	\$67,860
7	\$36,270	\$72,540
8	\$38,610	\$77,220



If you answered "Yes" to these questions, you may qualify for a Habitat for Humanity home!

We do not discriminate on the basis of race, sex, color, age, disability, religion, national origin, family status, marital status, or because all or part of income is derived from any public assistance program.



Pre-Application Questionnaire

Fill in All Sections, Front & Back, Clearly in Ink.

This questionnaire is not an application

Applicant Information:

Name: _____
First Middle Last Social Security Number Date of Birth

Current Mailing Address: _____
Street City State Zip Code

Phone(s): _____ Home Work Cell

Email Address: _____

Main Employer: _____ Location: _____

How long have you worked here? _____ Full-time Part-time Date Hired? _____ Hours worked each week? _____

Other Information

Have you been employed with the same employer for the past year?

Yes No

Have you enclosed two months of recent paystubs showing gross YTD income? *

Yes No

How often do you get paid?

Weekly Bi-Weekly Twice Monthly Monthly

Have you lived and/or worked in Sussex County for the last 12 months?

Yes No

Are you a U.S. citizen or permanent resident?

Yes No

*If not, do you have a work authorization card?

Yes No

Is anyone in your household a veteran or on active duty?

Yes No

Have you filed for bankruptcy in the last three years?

Yes No

Co-Applicant Information:

Name: _____
First Middle Last Social Security Number Date of Birth

Mailing Address: _____
Street City State Zip Code

Phone(s): _____ Home Work Cell

Email Address: _____

Main Employer: _____ Location: _____

How long have you worked here? _____ Full-time Part-time Date Hired? _____ Hours worked each week? _____

Other Information

Have you been employed with the same employer for the past year?

Yes No

Have you enclosed two months of recent paystubs showing gross YTD income? *

Yes No

How often do you get paid?

Weekly Bi-Weekly Twice Monthly Monthly

Have you lived and/or worked in Sussex County for the last 12 months?

Yes No

Are you a U.S. citizen or permanent resident?

Yes No

*If not, do you have a work authorization card?

Yes No

Is anyone in your household a veteran or on active duty?

Yes No

Have you filed for bankruptcy in the last three years?

Yes No

Additional Household Income (Monthly)

Additional Applicant Income: \$ _____

(Not Listed Above)

what is the source of this income? _____

Additional Co-Applicant Income: \$ _____

(Not Listed Above)

what is the source of this income? _____

Child Support: \$ _____

Food Stamps: \$ _____

Disability Income: \$ _____

Monthly Debt/Expenses:

Rent Amount: \$ _____

Car Payment (s): \$ _____

Student Loan Payments: \$ _____

Personal Loans: \$ _____

Other Loan Payments: \$ _____

Child Support Payments: \$ _____

Credit Card Payments: \$ _____



Authorization to Provide/Release Information

You are hereby authorized to provide Sussex County Habitat for Humanity or its designated representative's any and all information that you have relating to my credit history, employment history, income, bank and similar balances, and copies of my income tax returns. I hereby release you and Sussex County Habitat for Humanity from all legal responsibility or liability that may arise from your honoring this authorization and its use of the same. I also authorize Sussex County Habitat for Humanity to refer me to additional non-profits for support services. A photocopy of this authorization shall be considered as effective and valid as the original.

Applicant's Signature

DATE

Co-Applicant's Signature

DATE

Notice of Sexual Offender Registration Check

Please take notice that in accordance with the policy of Habitat for Humanity International and Sussex County Habitat for Humanity, the names of all applicants and co-applicants for a Habitat house or the Repairs Program, and all members of their household that are age 16 or older will be checked against one or more sexual offender registration data bases. If your name, the name of a co-applicant or the name of any member of your household appears in such a registry, you should immediately notify Sussex County Habitat for Humanity. A photocopy of this authorization shall be considered as effective and valid as the original.

Applicant's Signature_____
DATE_____
Co-Applicant's Signature_____
DATE

FOR OFFICIAL USE - DO NOT WRITE IN THIS SPACE**Registry checked by:** _____ **Date:** _____

Name of Registry Checked: _____

Applicant Name: _____

- Does **Not** appear in the registries
- **Does** appear in the registries

Co-Applicant Name: _____

- Does **Not** appear in the registries
- **Does** appear in the registries

Additional Household member: _____

- Does **Not** appear in the registries
- **Does** appear in the registries

Additional Household member: _____

- Does **Not** appear in the registries
- **Does** appear in the registries