



## PRE-QUALIFICATION APPLICATION PROCESS

**PLEASE FILL THIS FORM OUT COMPLETELY**

There are various steps in the process of applying to become a family partner of Habitat for Humanity. Please go over all the following steps, if you meet all of the requirements for pre-qualification, please fill out the attached form and submit it to our office. You and any co-applicant applying must meet **all** the pre-qualification requirements to be considered as an applicant.

### **REQUIREMENT # 1**

My/Our income falls between the minimum and maximum yearly income based on the number of household members. (Child support and SS benefits may be included in your income if you will not lose those benefits in the next two years. **Food stamps are NOT considered income.**)

HOUSEHOLD SIZE	MINIMUM YEARLY INCOME	MAXIMUM YEARLY INCOME
1	12,700	33,850
2	14,500	38,650
3	16,300	43,500
4	18,100	48,300
5	19,550	52,200
6	21,000	56,050
7	22,450	59,900
8	23,900	63,800

**\*\*\*PLEASE PROVIDE\*\*\***

Combined Adult Annual Income

\$

Employer

Number in Your Household

\_\_\_ Adults \_\_\_ Children

### **REQUIREMENT # 2**

I/We owe less than 40% of my monthly debt versus gross income.

Example: Your housing living cost for a Habitat home would be approximately \$400 for a 3-bedroom home. If you pay another \$500 per month on credit cards and a car payment your total debt would be \$900. If your gross income per month is \$2400, your total debt-to-income ratio is 37.5% (\$900 divided by \$2400). This is an acceptable debt to income ratio because it is below 40% of your total gross monthly income.

### **REQUIREMENT # 3**

I/We have not declared bankruptcy in the last 3 years and I have not declared bankruptcies more than once in the last 20 years.

### **REQUIREMENT # 4**

I/We pay rent on time (we will verify this).

### **REQUIREMENT # 5**

I/We have a need for housing due to (all that apply):

- Overcrowding
- Poorly maintained or substandard conditions; I have requested repairs from landlord but they have not been fixed.
- I/We do not have a place of my own; live with family or friends.
- I/We currently receive assistance from Public Housing, Section 8, or HUD.
- I/We can no longer afford the increase in rent.

**REQUIREMENT # 6**

I/We will partner with Habitat and put in 250 hours of "sweat equity" per adult; first, working in other families' homes, and then building my own home. I/We will also attend budget classes and workshops.

**REQUIREMENT # 7**

I/We have lived or worked in Walton County **for at least one year** prior to applying.

**REQUIREMENT # 8**

I/We are not registered sex offenders.

**REQUIREMENT # 9**

I/We have a credit score of at least **640** or can provide **12 months** proof that I/we pay bills on or before the due date from at least three alternate sources such as:

- Utility companies (electric, telephone, cable, water)
- Cell phone carriers
- Vehicle insurance companies

**REQUIREMENT # 10**

I/We are US Citizens. If you are Resident Alien you **must** provide a copy of your Permanent Resident Alien card.

**PLEASE RETURN BOTH PAGES OF FORM COMPLETELY FILLED OUT**

The above listed requirements are for pre-qualifications only. If you meet all of the listed pre-requirements, please fill out the information listed below and mail to *Habitat for Humanity of Walton County, FL., Inc., 110 County Highway 393 South, Santa Rosa Beach, FL 32459*. A Habitat associate will contact you for an appointment to continue your application process.

Today's Date: \_\_\_\_\_

Full Name(s) \_\_\_\_\_

Valid Phone (\_\_\_\_\_) \_\_\_\_\_ Alternate Number (\_\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP+4 \_\_\_\_\_

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\*\*\*Internal Use Only\*\*\*

Date Received \_\_\_\_\_ Appt. \_\_\_\_\_ Application Status \_\_\_\_\_ (07/17)