

REQUIRED FORMS FOR PRE-PURCHASE INTAKE

NDHC INTAKE SHEETS

- THESE FORMS INCLUDE GENERAL INFORMATION THAT HELPS US DETERMINE YOUR ELIGIBILITY FOR ANY ASSISTANCE PROGRAMS, AND HELPS US IDENTIFY CLIENT'S POSSIBLE ELIGIBILITY TO PURCHASE A HOME.

— PRIVACY POLICY

- PLEASE READ OUR PRIVACY POLICY THEN SIGN AND DATE IN THE BLANK SPACE THAT YOU HAVE READ AND UNDERSTAND THE POLICY.

— AUTHORIZATION OF COUNSELING SERVICES

- PLEASE READ, SIGN, AND DATE THE FORM AT THE BOTTOM OF THE PAGE
- PLEASE ALSO BE SURE THAT THE BORROWER AND CO-BORROWER INITIAL THE LINE WITHIN THE BOLD PRINT AND PROVIDE SOCIAL SECURITY NUMBERS.

— HOUSING NEED SURVEY

- THIS FORM GIVES NDHC AN IDEA OF THE TYPE OF HOME YOU WOULD LIKE TO PURCHASE, AND HELPS YOU TO BEGIN THE THOUGHT PROCESS OF WHAT YOUR FAMILY'S NEEDS ARE.

— VERIFICATION AFFIDAVITS

- WE WILL NOTARIZE THE SECOND FORM WHEN YOU COME IN FOR YOUR INTAKE.

— HOUSEHOLD INCOME/DEMOGRAPHICS FORM

- WE ARE ABLE TO GET A SNAPSHOT OF WHO THE CLIENTS WE SERVE ARE THROUGH FILLING OUT THIS FORM.

— FEDERAL TAX RETURNS: 2 CONSECUTIVE YEARS (SATISFIES ALL 24 CFR 570.3 DEFINITIONS OF INCOME)

— LAST 2 CONSECUTIVE YEARS OF W2s, 1099s, FEDERAL TAX SCHEDULES, YEAR-TO-DATE PROFIT & LOSS AND BALANCE SHEET IF SELF-EMPLOYED

— PAY STUBS: 2 CONSECUTIVE STUBS SHOWING YEAR-TO-DATE FIGURES

— OTHER INCOME VERIFICATION

DOCUMENTS: _____

— IDENTIFICATION (CHECK ALL PRESENTED)

- DRIVER'S LICENSE
- PASSPORT

REQUIRED FORMS FOR PRE-PURCHASE INTAKE

- STATE IDENTIFICATION
- SOCIAL SECURITY CARD
- PERMANENT RESIDENT CARD

— CHECKING AND SAVINGS ACCT: PHONE, ACCT. #S, BALANCE, LAST 2 STM

— OTHER ASSET ACCOUNTS: NAME,PHONE,ACCT.#S,BALANCES, LAST 2 STM

— DEBT ACCOUNTS (CREDIT CARDS, LOANS, ETC.): NAME, PHONE, ACCT.#S, MONTHLY PAYMENTS, BALANCE, LAST 2 STM.

Northeast Denver Housing Center

Counselor _____

Type of Counseling _____

Intake Date _____

Certification Date _____

Closing Date _____

File Number _____

BUYER _____

CO-BUYER _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP CODE** _____ **COUNTY** _____

TELEPHONE # (WORK) _____ **(HOME#)** _____

DATE OF BIRTH _____

DATE OF BIRTH _____

SOCIAL SECURITY # _____

SOCIAL SECURITY # _____

MARITAL STATUS _____

MARITAL STATUS _____

Married, single, single head, divorced

YEARS IN SCHOOL _____

YEARS IN SCHOOL _____

ETHNICITY _____

ETHNICITY _____

U.S. CITIZEN? YES NO

U.S. CITIZEN? YES NO

EMPLOYER _____

EMPLOYER _____

YEARS EMPLOYED _____

YEARS EMPLOYED _____

GROSS MONTHLY INCOME _____

GROSS MONTHLY INCOME _____

ANNUAL INCOME _____

ANNUAL INCOME _____

COMBINED INCOME _____

NUMBER OF DEPENDENTS _____

Credit Check? Y N **BANKRUPTCY?** Y N **TAX LIENS?** Y N **JUDGEMENTS?** Y N **CHARGE-OFFS?** Y N

SAVINGS FOR DOWN PAYMENT \$ _____

GIFT MONEY AVAILABLE \$ _____

OF CREDIT CARDS _____

MINIMUM MONTHLY PAYMENT _____

Total Loans _____ (Use Worksheet to calculate)

TOTAL MONTHLY PAYMENTS _____

NDHC USE ONLY BELOW THIS LINE

Rent Amount _____

RATIOS _____
29% HOUSING OR FRONT END RATIOS

RATIOS _____
41% TOTAL HOUSING & LONG TERM DEBT OR BACK-END RATIO

APPROX. MORTGAGE AMOUNT _____

EXPECTED INT. RATE _____

ACTUAL PURCHASE PRICE _____

INT. RATE _____

TYPE OF ASSISTANCE _____

LOCATION _____ **TYPE OF HOME PURCHASED** _____ **MEDIAN INCOME** _____ **% Lender** _____

I Hereby certify that all the information provided is true and correct. I understand that all requested information is for the purpose of providing me with pre-purchase counseling. I further understand that I must attend a first time homebuyers class in its entirety order to receive a certificate of completion. Authorization is Granted to Northeast Denver Housing Center to obtain a credit report from one or a three credit reporting agencies in order to provide me with quality housing counseling.

Signature of Borrower _____ **Date** _____ **Signature of co-Borrower** _____

Signature of Counselor _____

Date _____

INSTRUCTIONS FOR REVIEWING AND DETERMINING ELIGIBILITY OF APPLICANT COMPLETING THE STATEMENT OF HOUSEHOLD INCOME/DEMOGRAPHICS FORM:

The Department of Housing and Urban Development – Community Development Block Grants have been awarded to fund this activity. Federal regulations require the activity to provide benefit to at least 51 percent low- and moderate-income persons. All questions on the Statement of Household Income/Demographics Form must be completed. The form must be acknowledged and signed.

1. Verify that all questions are completed. Note that Question 7 pertains to all household members served directly by your program. Question 8 a and b apply to the same population. **Both** questions 8a and 8b must be completed and should total to the same number. For example, if three members of the household are identified as non-Hispanic and one is identified as Hispanic, the total of the numbers in the race category must total four.
2. Check the table to verify that the applicant has selected one of ten choices as outlined in the race category of the table. *(See HUD OMD Standards for Federal Data on Race & Ethnicity.)*
 NOTE: Question No. 4 only applies to the head of the household. However, the person completing the Statement does **not** have to be the head of household.
3. Based on the responses to questions #5 and #6, use the income limit table below to determine percentage median income.
 - a. Find column for household size. (Refer to answer to question 6)
 - b. Staying in same household size column, find income range that corresponds to total household income. (Refer to answer to question 5)
 - c. The percentage of median income is shown to the furthest left column.
 - d. On the bottom of the “STATEMENT OF HOUSEHOLD INCOME/DEMOGRAPHICS”, mark percentage of median income in “FOR OFFICE USE ONLY SECTION”

EXAMPLE: If the total number of persons in a household is three (3) and the total household income is \$34,000, the median income level is 50% of Median Income. The median income level is 50% because the total household income is “at or below” \$36,000; however, it is above 30% median income (\$21,600).

2015 INCOME GUIDELINES (effective 3/10/2015)								
80% of Median Income Guidelines (Low Income):								
Household Size	1	2	3	4	5	6	7	8
Annual Income	\$44,750	\$51,150	\$57,550	\$63,900	\$69,050	\$74,150	\$79,250	\$84,350
50% of Median Income Guidelines (Very Low Income)								
Household Size	1	2	3	4	5	6	7	8
Annual Income	\$28,000	\$32,000	\$36,000	\$39,950	\$43,150	\$46,350	\$49,550	\$52,750
30% of Median Income Guidelines (Extremely Low Income)								
Household Size	1	2	3	4	5	6	7	8
Annual Income	\$16,800	\$19,200	\$21,600	\$24,350	\$28,410	\$32,570	\$36,730	\$40,890

The Statement of Household Income/Demographics form must be signed and dated by the prospective/active applicant if that individual is 18 or older, or the individual’s parent/legal guardian if the applicant is under 18 years of age.

If you have questions, need technical assistance in the review of this form or in the determination of eligibility, contact your OED representative.

**AUTHORIZATION OF COUNSELING SERVICES
AND DISCLAIMER OF LIABILITY**

Welcome to Northeast Denver Housing Center, Inc. (NDHC). Please read the agreement below concerning the services that will be provided for you and your relationship with your housing counselor and NDHC. Please sign at the end of this agreement to indicate your understanding and acceptance of these terms, and also initial below NDHC's disclaimer of liability to indicate your acceptance thereof.

I would like to participate in counseling sessions to help me improve my housing situation.

- **Pre-purchase counseling:** I understand that entering this program does not guarantee that I will be able to purchase a home under this program.
- **Default counseling:** I understand that this service is designed to help families/individuals to bring their mortgage account current as soon as possible with alternatives such as repayment plans with mortgage companies, deed-in-lieu of foreclosure, bankruptcy, sale of home, etc., but that it does not guarantee that I will be able to bring my account current under this program.
- **Other counseling services:** I understand that other counseling services are offered to assist me in improving my housing situation, but that they do not guarantee that I will be able to improve my housing situation.
- I fully understand that I am not obligated to receive, purchase or utilize any other services offered by Northeast Denver Housing Center, its exclusive partners, in order to receive housing counseling services.

I understand that in order to understand my situation and help me, my housing counselor will need to be aware of, and discuss with me, information about my employment, financial situation, credit history, family. I authorize my housing counselor to disclose this information to relevant parties (i.e. lenders, HUD, my real estate agent) if he or she feels that such disclosure will help improve my housing situation. I also understand that, other than disclosures intended to improve my housing situation, all personal information that I provide to NDHC will be kept completely confidential, and that no information about me will be discussed with anyone not directly involved in my efforts to improve my housing situation.

I authorize Northeast Denver Housing Center, Inc. to obtain a credit report and perform any investigation required to determine my home purchase qualification. Further, by signing below I verify that the information provided is true and accurate. I further authorize my mortgage company, their representative, my real estate agent, potential lenders, HUD, VA, and any other entities with information about my housing and financial situation to disclose such information to Northeast Denver Housing Center, Inc., upon NDHC's request.

I UNDERSTAND THAT NDHC IS NOT A LEGAL REPRESENTATIVE AND THAT NDHC AND MY HOUSING COUNSELOR WILL NOT BE REPRESENTING ME IN ANY CAPACITY OTHER THAN AS A HOUSING COUNSELOR PROVIDING GENERAL INFORMATION.

_____ (Initial here) I understand that foreclosure financing and buying a home are legal transactions and proceedings, and that if I want to receive legal advice and/or representation in these matters, I should hire a real estate agent and/or an attorney for that purpose.

It is expressly understood that it is my option to work with the real estate agent, and/or lender, and/or attorney, and/or other representative(s) of my choosing, and that NDHC will work with any such representative in assisting me in improving my housing situation.

Borrower Signature Date

Housing Counselor Signature

Print Name

Housing Counselor Printed Name

Co-Borrower Signature Date

Social Security Number

Address , City, State, Zip code

Social Security Number

Northeast Denver Housing Center

PRIVACY POLICY


Northeast Denver Housing Center will treat program participant information as totally confidential and that information will not be discussed with anyone without expressed written consent from the program participant and then only on housing related issues.

All documentation with confidential program participant information that is not needed in the case file will be destroyed using a shredder. **NONE** of this information will be put in the trash receptacle.

POLITICA DE PRIVACIDAD

Northeast Denver Housing Center tratará la información de los participantes de programas completamente confidencial y la información no será discutida con nadie sin expreso consentimiento por escrito del participante del programa y entonces, siempre en tópicos relacionados a vivienda.

Todos los documentos con información confidencial del participante que no sean necesarios en el archivo del caso serán destruidos por trituradora. **NINGUNA** información será puesta en la basura.



Borrower Date

Co Borrower Date

VERIFICATION AFFIDAVIT

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

_____ I am a United States citizen, or

_____ I am a Permanent Resident of the United States, or

_____ I am an alien lawfully present in the United States pursuant to Federal Law.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that State law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute § 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature

DATE

[Print] Name of Applicant

**ATTACHMENT TO EXHIBIT
COMBINED CERTIFICATION AND VERIFICATION AFFIDAVIT
ACCEPTABLE DOCUMENTATION**

Under Article 17.5 of Title 8, Colorado Revised Statutes, as now existing or hereafter amended, and Article 76.5 of Title 24, Colorado Revised Statutes, as now existing or hereafter amended, the following forms of identification are permissible:

- A valid Colorado driver's license or identification card;
- A U.S. Military identification card or military dependent's identification card;
- A U.S. Coast Guard Merchant Mariner card; or
- A Native American tribal document.

If none of these forms of documentation are available from the Applicant, then under emergency rules promulgated by the State of Colorado on July 31, 2006, the following forms of identification are permissible until March 1, 2007:

- Certificate of citizenship issued by an authorized agency of the United States bearing Applicant's intact photograph and the raised embossed seal of the issuing agency;
- Valid immigration document of:
 - Unexpired Foreign Passport with unexpired "Processed for I-551" stamp or with an attached "Temporary I-551" visa;
 - Unexpired Foreign Passport with an "I-94" with a specific future "until" date;
 - "I-94" with refugee or asylum status; or
 - Unexpired "Resident Alien" card, "Permanent Resident" card, "Temporary Resident" card, or "Employment Authorization" card;

Valid immigration documentation must also be verified through the federal Systematic Alien Verification for Entitlement Program (SAVE) administered by the United States Citizenship and Immigration Services of the Department of Homeland Security

- Birth certificate issued by any of the United States, any county or parish of any of the United States, one of the five boroughs of New York City, the District of Columbia, or the Departments of State or Justice of the United States;
- Order of adoption including the Applicant's date of birth, bearing the seal or certification of the court or any political subdivision or territory of the United States
- Certificate of naturalization bearing Applicant's intact photograph and the raised embossed seal of the issuing agency; or

- Valid driver's license with the applicant's photograph from one of the following states:

ACCEPTABLE STATE DRIVER'S LICENSE:

- Alabama
- Arizona
- Arkansas
- California
- Connecticut
- Delaware
- District of Columbia
- Florida
- Georgia
- Idaho
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Minnesota
- Mississippi
- Missouri
- Montana
- Nevada
- New Hampshire
- New Jersey
- New York
- North Dakota
- Ohio
- Oklahoma
- Pennsylvania
- Rhode Island
- South Carolina
- South Dakota
- Virginia
- West Virginia
- Wyoming

**COPIES OF DOCUMENTATION WILL BE MADE AND
RETAINED IN THE APPLICANT'S FILE**

Housing Need Survey:

Last Name _____ First _____

Current Address _____ Zip _____

Marital status _____

Number of Dependents Sex _____

Age _____

1. Please indicate what is the most important consideration for you when considering buying a home (Place #1 for MOST important, #2 for the next, etc)

- _____ The monthly mortgage payment
- _____ The location of the home
- _____ The size of the home (number of bedrooms)
- _____ Other: (please specify) _____

2. What type of home would you prefer?

- _____ Single family detached
- _____ Townhome
- _____ Condominium
- _____ Paired home

3. Circle the number of bedroom you family Must have

1 2 3 4 5 6

4. Circle the number of bathroom your family MUST have.

1 2 3 4 5 6

5. Please indicate the neighborhood you wan to buy and live in Give the neighborhood name and street boundaries if you can.

Neighborhood name _____

Approximate street boundaries: North _____ East _____ South _____ West _____

6. What type of transportation do you use?

_____ Bus _____ Car _____ Car pool _____ Walk _____ Bicycle

7. How much do currently paying for housing?

- _____ Rent monthly
- _____ Public Service
- _____ Water
- _____ Other

8. How much do you wan your mortgage payment to be? \$ _____

Thank you!