

# DURHAM AFFORDABLE HOUSING COALITION PRE-PURCHASE INTAKE APPLICATION

**Intake Application Instructions:** The following application must be completed before an appointment will be schedule. **Please complete the entire application and bring the requested documentation listed below prior to your first scheduled appointment.**

**Please note that appointments will be schedule based on the return of the completed application. Any incomplete application will be returned which will delay the scheduling of an appointment for you.**

Upon receipt of the application the following will occur:

1. Credit report will be pulled and application reviewed
2. Call will be made to you to schedule an appointment
3. A letter confirming your appointment will be mailed to you
4. Phone call prior to your appointment to remind you

***Please fax application to 919-688-0082, Attention Darlene Tilley or mail too:***

***Attention – Darlene Tilley  
DAHC  
400 West Main Street, Suite 408  
Durham, NC 27701***

**PLEASE KEEP THIS PAGE AND BRING WITH YOU TO YOUR SCHEDULED APPOINTMENT ALONG WITH THE DOCUMENTATION LISTED BELOW. DO NOT FAX OR MAIL THIS INFORMATION BACK WITH YOUR APPLICATION – BRING WITH YOU TO APPOINTMENT!**

- ✓ Your last two pay subs – if married need both husband and wife stubs (\*also anyone over 18yr old working and living in the household)
- ✓ Bank statements for two (2) months – both checking and savings
- ✓ Copy of working budget – **inside of pre-purchase application**

The counselor can cancel your appointment if you do not have all the requested documentation listed above during your appointment. This means that you would have to schedule another appointment to be seen. **PLEASE HAVE ALL REQUIRED PAPERWORK LISTED ABOVE BEFORE COMING TO YOUR SCHEDULED APPOINTMENT! PLEASE NOTE WE WILL CHARGE \$10.00 FOR COPIES THAT WE HAVE TO MAKE, SO PLEASE MAKE COPIES OF ALL INFORMATION REQUESTED ABOVE BEFORE YOU COME TO YOUR APPOINTMENT.**

If you **live in or outside of the City of Durham** and your income is **over** 80% of the median family income, please use Durham Affordable Housing Coalition Default **Intake Application**. **Please use the chart below for verifying your income..**

*80% of the Raleigh/Durham/Chapel Hill Median Family Income by Family Size*

1	2	3	4	5	6	7	8
\$39,550	\$45,200	\$50,850	\$56,500	\$61,000	\$65,550	\$70,050	\$74,600



400 West Main Street, Suite 408
Durham, NC 27701
Phone: 919-683-1185 Fax: 919-688-0082
Website: dahc.org

Instructions: Please fill out all the pages of this form. Then read and sign the following forms: Government Monitoring Purpose, Client Conflict of Interest Disclosure Statement, Credit Report Authorization and Counseling Agreement. Bring the following information to your 1st counseling session:

- Your most recent pay stubs - if married need both husband and wife stubs( \*also anyone over 18yrs old working and living in the household)
Your most current credit report
Copy of working budget - inside Pre-Purchase Application package
Be sure to come a few minutes early for your first appointment and to give at least 24 hours notice if you need to cancel!

PRE-PURCHASE APPLICATION FORM

GENERAL INFORMATION

DATE:

Name Social Security # Date of Birth

Co-Borrower / Spouse Name Social Security # Date of Birth

Address City State Zipcode

Home Phone # Work Phone #

Co-Borrower / Spouse home Phone # Work Phone #

Marital Status: Married Legally Separated Divorced Widowed Single

**DEPENDENTS:**

Name / Age	Name / Age
Name / Age	Name / Age
Name / Age	Name / Age

**RESIDENTIAL INFORMATION**

---

Name of Current Landlord

---

Address Name of Current Landlord

Monthly Rent Payment \$ \_\_\_\_\_ Utilities \$ \_\_\_\_\_

Time Lived at Above Address: \_\_\_\_\_ If less than two years, Previous Address

---

Previous Address

---

Name and Address of Previous Landlord

Are you Currently in Public Housing Yes \_\_\_\_\_ No \_\_\_\_\_

**EMPLOYMENT AND INCOME**

**APPLICANT'S INCOME:**

Hourly rate: \$ \_\_\_\_\_ Week: \$ \_\_\_\_\_ Semi-Monthly: \$ \_\_\_\_\_

Bi-weekly: \$ \_\_\_\_\_ Monthly: \$ \_\_\_\_\_ Annual: \$ \_\_\_\_\_

Employer: \_\_\_\_\_

Employer's Address ( Personnel Dept. ): \_\_\_\_\_

Hours per Week: \_\_\_\_\_ Length of time at Current Employment: \_\_\_\_\_

If less than two years, previous employment:

---

Previous employment

Dates of Employment

**CO-APPLICANT'S INCOME:**

Hourly rate: \$ \_\_\_\_\_ Week: \$ \_\_\_\_\_ Semi-Monthly: \$ \_\_\_\_\_

Bi-weekly: \$ \_\_\_\_\_ Monthly: \$ \_\_\_\_\_ Annual: \$ \_\_\_\_\_

Employer: \_\_\_\_\_

Employer's Address ( Personnel Dept. ): \_\_\_\_\_

Hours per Week: \_\_\_\_\_ Length of time at Current Employment: \_\_\_\_\_

If less than two years, previous employment:

\_\_\_\_\_  
Previous employment

\_\_\_\_\_  
Dates of Employment

## Durham Affordable Housing Coalition Monthly Household Budget

Monthly Expense Category	Amount Projected to Paid (yearly, quarterly, weekly)	Amount Actually Paid
<b>Housing Expenses</b>		
Rent or 1 <sup>st</sup> Mortgage		
2 <sup>nd</sup> Mortgage/Home Equity Loan		
Property tax		
Homeowner's or Renter's Insurance		
Homeowner's Association Dues		
Garbage collection		
Water and Sewer		
Electricity		
Gas or oil heat		
Home and lawn maintenance		
Home improvements		
Home security		
Home furnishings		
Appliances/Electronics		
Cleaning supplies		
Contingency for surprise repairs		
<b>Subtotals</b>		
<b>Banking Expenses</b>		
Bank service fees		
Bank loans		
Credit card debt		
Savings		
<b>Subtotals</b>		
<b>Transportation Expenses</b>		
Car payments		
Auto insurance		
Driver's license fees		
Auto tags/Inspection		
Auto property tax		
Gasoline		
Car wash		
Auto maintenance		
Auto repairs		
AAA or road services club		
Bus, cabs, parking fees		
Parking tickets		
Contingency for surprise repairs		
<b>Subtotals</b>		

<b>Monthly Expense Category</b>	<b>Amount Projected to Paid (yearly, quarterly, weekly)</b>	<b>Amount Actually Paid</b>
<b>Food Expenses</b>		
Groceries		
School lunches		
Vending machines		
Snacks		
Fast Food stops		
Eating out		
Pet food		
<b><i>Subtotals</i></b>		
<b>Communication Expenses</b>		
Basic telephone		
Long distance service		
Cell phone		
Internet connection		
Cable TV or dish fees		
<b><i>Subtotals</i></b>		
<b>Health Expenses</b>		
Health insurance		
Life insurance		
Regular medications		
Vitamins		
Regular doctor visits		
Dental visits		
Eye care		
Veterinary visits		
Contingency for health expenses		
<b><i>Subtotals</i></b>		
<b>Child Expenses</b>		
Child Support payments		
Regular child care		
Baby sitting costs		
Diapers/Formula/Supplies		
School supplies		
Allowances		
Tuition and fees		
<b><i>Subtotals</i></b>		
<b>Personal Expenses</b>		
Postage		
Film developing		

<b>Monthly Expense Category</b>	<b>Amount Projected to Paid (yearly, quarterly, weekly)</b>	<b>Amount Actually Paid</b>
<b>Personal Expenses continued</b>		
Clothing		
Tobacco/Alcoholic beverages		
Barber/Beauty shop		
Toiletries		
Laundry		
Dry cleaning		
Household expenses (from stores)		
Membership and dues		
Hobby expenses		
Newspaper/Magazines/Books		
CDs/DVDs		
Movie rentals		
Software/Video games		
Recreation and Entertainment		
Sporting events		
Charitable contributions		
Gifts/Parties/Holidays		
Vacations and travel		
Miscellaneous untracked expenses		
<b>GRAND TOTAL</b>		

Cash Available for Down Payment / Closing Cost: Amount: \$ \_\_\_\_\_

---



400 West Main Street, Suite 408 - Durham, NC 27701
Phone: 919-683-1185 Fax: 919-688-0082
Website: dahc.org

INFORMATION FOR GOVERNMENT MONITORING PURPOSES

The following information is requested by the Federal Government for certain types of loan applications related to a dwelling, in order to monitor compliance with equal credit opportunity, fair housing and home mortgage disclosure laws. You are not required to furnish this information, but are encouraged to do so.

BORROWER
I do not wish to furnish this information

CO- BORROWER
I do not wish to furnish this information

RACE / NATIONAL ORIGIN:

RACE / NATIONAL ORIGIN:

- BORROWER:
American Indian
Black, Non-Hispanic
White, Non-Hispanic
Hispanic
Asian
Other

- CO-BORROWER:
American Indian
Black, Non-Hispanic
White, Non-Hispanic
Hispanic
Asian
Other

SEX: Male Female

SEX: Male Female

CERTIFICATION:

I certify that all of the above information is correct and true to the best of my knowledge. I understand that

false or misleading information may be grounds for rejection of my application. I hereby authorize the Housing Counselor, Inc. to obtain a Credit Bureau Report in my name, and/ or request verification of income and residence.

Applicant's Signature

Date

Co-Applicant's Signature

Date



400 West Main Street, Suite 408 - Durham, NC 27701  
Phone: 919-683-1185 Fax: 919-688-0082  
Website: dahc.org

## CLIENT CONFLICT OF INTEREST DISCLOSURE STATEMENT

From time to time **Durham Affordable Housing Coalition** makes our clients aware of products and/or services that we believe offer good value to our clients. These products and/or services might be available directly from **Durham Affordable Housing Coalition**, from lenders, developers, or other agencies with which **Durham Affordable Housing Coalition** has a working relationship, including but not limited to the attached list. You are under no obligation to use the products and/or services identified by **Durham Affordable Housing Coalition**, whether from us or from industry partners. Please understand that you are free to choose any lender, lending/financing product, or home, from any entity regardless of the recommendations made by the **Durham Affordable Housing Coalition** representative and still participate in our counseling program. It is your right and responsibility to decide whether to engage in any course of counseling with **Durham Affordable Housing Coalition** and to determine whether the counseling is suitable for you. The individual action plan and direction of our counseling sessions will be based on the housing counseling action plan that we will develop together. The means to accomplish the outcomes and goals of your plan will evolve mutually between us and should be reviewed regularly during our counseling sessions. Additionally, you are under no obligation to obtain a mortgage or purchase a home and have the option to terminate the counseling program at any time for any reason.

I have reviewed the above and accept and agree to the above stated conflict of interest and disclosure policy. Every client is required to sign this statement, indicating they have read and understand its contents.

I \_\_\_\_\_ (please print name) certify that I have read and understand the above statement. Any questions I may have had were previously discussed with my counselor and answered to my satisfaction. I have provided with a copy of this disclosure statement.

\_\_\_\_\_  
**Client Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Counselor Signature**

\_\_\_\_\_  
**Date**



400 West Main Street, Suite 408 - Durham, NC 27701
Phone: 919-683-1185 Fax: 919-688-0082
Website: dahc.org

CREDIT REPORT AUTHORIZATION

NAME: \_\_\_\_\_
FIRST MIDDLE LAST

SPOUSE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

SPOUSE SOCIAL SECURITY # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

SPOUSE DATE OF BIRTH \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

I (WE) hereby give permission to pull my (our) credit report (maximum of 3 times during counseling period) for the purpose of my (our) application for assistance in regards to my home or my loan through the Durham Affordable Housing Coalition.

All information will be kept confidential between my Counselor and me. I further understand that Durham Affordable Housing Coalition will be held harmless for information received in this credit report.

\*Both signatures are required if joint report is requested.

Client Signature

Date

Spouse Signature

Date



400 West Main Street, Suite 408 - Durham, NC 27701  
Phone: 919-683-1185 Fax: 919-688-0082  
Website: dahc.org

## COUNSELING AGREEMENT

In order to solve specific housing and other related problems, the applicant recognizes the need for counseling and pledges full cooperation with the counselor. The applicant authorizes the counselor to act on his/her behalf in order to improve his/her housing situation and obtain necessary services.

The applicant understands that any and all information that is required to obtain the help needed, and must be supplied by the applicant. The applicant further authorizes the counselor to obtain other information from outside sources (*including a credit report from one or all of the three credit reporting agencies*) when necessary. The need to exchange information or pass on information is also recognized by the client. It is further understood by the applicant that information obtained will be used to assist applicant in obtaining their housing needs.

The counselor pledges to preserve strict confidentiality concerning the applicant, and will neither give nor seek information except where others have a right to it. The counselor will make no decisions and take no action without the knowledge and consent of the applicant. At all times, the counselor will act to protect and promote the best interest of the applicant.

I \_\_\_\_\_, give authorization to Durham Affordable Housing Coalition to exchange and obtain information in regards to:

\*If foreclosure, please provide the Loan No. # \_\_\_\_\_

\_\_\_\_\_  
**Client Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Counselor Signature**

\_\_\_\_\_  
**Date**

Copy given to applicant \_\_\_\_\_ yes \_\_\_\_\_ no



## **Durham Affordable Housing Coalition Privacy Policy**

Durham Affordable Housing Coalition is committed to assuring the privacy of individuals and/or families who have contacted us for assistance. We realize that the concerns you bring to us are highly personal in nature. We assure you that all information shared both orally and in writing will be managed within legal and ethical considerations. Your “nonpublic personal information,” such as your total debt information, income, living expenses and personal information concerning your financial circumstances, will be provided to creditors, program monitors, and others only with your authorization and signature on the Foreclosure Mitigation Counseling Agreement. We may also use anonymous aggregated case file information for the purpose of evaluating our services, gathering valuable research information and designing future programs.

### **Types of information that we gather about you**

- Information we received from you orally, on applications or other forms, such as your name, address, social security number, assets, and income;
- Information about your transactions with us, your creditors, or others, such as your account balance, payment history, parties to transactions and credit card usage; and
- Information we receive from a credit reporting agency, such as your credit history.

### **You may opt-out of certain disclosures**

- You have the opportunity to “opt-out” of disclosures of your nonpublic information to third parties (such as your creditors), that is, direct not to make those disclosures.
- If you choose to “opt-out”, we will not be able to answer questions from your creditors. If at anytime, you wish to change your decision with regard to your “opt-out”, you may call us at 919-683-1185.

### **Release of your information to third parties**

- So long as you have not “opt-out”, we may disclose some or all of the information that we collect, as described above, to your creditors or third parties where we have determined that it would be helpful to you, would aid us in counseling you, or is a requirement of grant awards which make our services possible.
- We may also disclose any nonpublic personal information about you or former customers to anyone as permitted by law (e.g., if we are compelled by legal process).
- Within the organization, we restrict access to nonpublic personal information about you to those employees who need to know that information to provide services to you. We maintain physical, electronic and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

Client Initials \_\_\_\_\_

Date \_\_\_\_\_