



**Building Homes And
Re-Building Lives**
(860) 541-2208



FINANCIAL SCREEN-APPLICATION CHECKLIST

Please bring this checklist back with:



Attached Forms completed, these forms include:

- Property Preference Form (1 page)**
- Certification and Authorization Form (1 page)**
- Pre-Screen Form (2 pages)**



The most recent pay stubs (biweekly- 2 pay stubs, weekly 4 pay stub) from each employer



The first two pages of your 1040 Tax form for the two most recent years



Either \$25 for a single applicant, or \$50 for a married couple, for us to obtain a credit report (We accept, money orders and cash; we do not accept outside credit reports.)



MAKE YOUR OWN COPIES (of the above documents)

Mail application with all documents and money order to:

**Family Services
Hartford Area Habitat for Humanity
PO Box 1933
Hartford CT 06144**

PO Box 1933 Hartford, CT 06144



Hartford Area
Habitat
for Humanity®

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Certification and Authorization Form

CERTIFICATION

The undersigned certify the following:

1. I/We have applied for a mortgage loan from Hartford Habitat for Humanity. In applying for the loan, I/we have completed a loan application containing various information on the purpose of the loan, the amount and source of the down payment, employment and income information, and assets and liabilities. I/We certify that all of the information is true and complete. I/We have made no misrepresentations in the loan application or other documents, nor did I/we omit any pertinent information.
2. I/We understand and agree that Hartford Habitat For Humanity reserves the right to audit all information provided in connection with my/our loan. This may include verifying the information provided on the application with the employer and/or financial institution.
3. I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements when applying for this mortgage, as applicable under the provisions of Title 18, United States Code, Section 1014.

AUTHORIZATION TO RELEASE INFORMATION

1. I/We have applied for a mortgage loan from Hartford Habitat For Humanity. As part of the application process, Hartford Habitat For Humanity may verify information contained in my/our loan application and in other documents required in connection with the loan, either before the loan is closed or as part of its quality control program.
2. I/We understand that Hartford Habitat for Humanity is a non-profit volunteer based organization and for the safety of all volunteers, sponsors, Board members and staff. The affiliate will verify if the applicant or co-applicant is on the sexual offender list for Connecticut and/or any state within the United States. The organization may request a criminal background check before offering a particular property.
3. A copy of this authorization may be accepted as an original

Applicant's Signature

Co-Applicant's Signature

Applicant's Printed Name

Co-Applicant's Printed Name

Social Security Number

Social Security Number

Date of Birth

Date of Birth

Street Address

Street Address

City, State, Zip Code

City, State, Zip Code

(H) _____ (W) _____
Telephone Numbers

(H) _____ (W) _____
Telephone Numbers

PO Box 1933 Hartford, CT 06144



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Pre-Screen Form

Applicant Name _____

Co-Applicant Name _____

Cell phone number(s) _____

E-mail address _____

Please list ALL the people who would be living in the house:

<u>Name</u>	<u>Gender</u>	<u>Date of Birth</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please describe any physical limitations of household members: _____

Why is your current housing inadequate for your family's needs? _____

How much do you currently pay for rent each month? _____



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Use the following section to list all employers for the past **TWO** years:

BORROWER		IV. EMPLOYMENT INFORMATION		CO-BORROWER	
Name & Address of Employer	<input type="checkbox"/> Self Employed	Yrs. on this job	Name & Address of Employer	<input type="checkbox"/> Self Employed	Yrs. on this job
		Yrs. employed in this line of work/profession			Yrs. employed in this line of work/profession
Position/Title/Type of Business		Business Phone (incl. area code)	Position/Title/Type of Business		Business Phone (incl. area code)
<i>If employed in current position for LESS than two years OR if currently employed in more than one position, complete the following:</i>					
Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)	Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)
		Monthly Income \$			Monthly Income \$
Position/Title/Type of Business		Business Phone (incl. area code)	Position/Title/Type of Business		Business Phone (incl. area code)
Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)	Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)
		Monthly Income \$			Monthly Income \$
Position/Title/Type of Business		Business Phone (incl. area code)	Position/Title/Type of Business		Business Phone (incl. area code)
Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)	Name & Address of Employer	<input type="checkbox"/> Self Employed	Dates (from-to)
		Monthly Income \$			Monthly Income \$
Position/Title/Type of Business		Business Phone (incl. area code)	Position/Title/Type of Business		Business Phone (incl. area code)

Please list all other sources (and amounts) of monthly household income: _____

Applicant's Signature _____

Co-Applicant's Signature _____

PO Box 1933 Hartford, CT 06144