

Homeownership Application Example

This is a sample application based on a template developed for homeownership projects by Citizens' Housing and Planning Association (CHAPA), a Massachusetts monitoring agency, using the state of Massachusetts Chapter 40B. The CHAPA sample was developed using the Federal Home Loan Bank of Boston's New England Fund guidelines, as well as several successful marketing and outreach plans. It has been revised by Rhode Island Housing to reflect statutory requirements in the state of Rhode Island. ***This is meant to be a guideline.*** Please feel free to alter the format, order and content, while keeping in mind that this sample does contain the basic information for a homeownership application.

To summarize, it is recommended that the following be included:

1. Household size.
2. Race of applicant(s) to determine the effect of affirmative marketing. Racial and ethnic data is collected for statistical purposes only. Answers to questions about race or ethnicity are strictly voluntary, and answers provided or failure to answer must not affect the status of the application.
3. If a homeownership project, asking for applicants to submit a pre-qualification or pre-approval letter with the application is recommended, to ensure that eligible applicants are mortgage-ready.
4. The last 5 most recent pay stubs from employment, if applicable.
5. Most recent tax return and the most recent year's W2. Additional income certifications may be needed for lottery winners.
6. Certification form from the buyers certifying that everything in their application (such as household size, income, first-time homebuyer status, for example) is correct and that they allow the developer or marketing agent to obtain information from third parties and use that information to determine eligibility.
7. A form that certifies that the applicants have read and understand the provisions in the deed rider restricting resale.

CHAPA Application Example
XYZ Development

General Information

Name _____

Address _____

City _____ State _____ Zip Code _____

Home Telephone Number () _____

Work Telephone Number () _____

Number of persons in household _____

Household Information

Please list ALL household members, regardless of age, who will occupy the affordable home:

Name	Date of Birth	Social Security #	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Local Preference

Using the definitions found in the Information Packet, please check one of the following local preference categories, if applicable

- Current Anytown resident
- Currently employed in Anytown
- New hire, not yet started, to work in Anytown

To be considered for the Local Preference category, one of the above boxes must be checked. Please provide proof of preference, such as a copy of license, tax bill, utility bill, census listing, birth certificate, pay stubs, etc.

Optional Section: Please check off the appropriate race category for each household member. Racial and ethnic data is collected for statistical purposes only. Answers to the questions below are strictly voluntary, and your answers or failure to answer will not affect the status of your application. The agency is required to collect this information, and if you choose not to respond to the question of race/ethnicity, the agency staff must answer the question based on observation.

	Head of Household	Co-Applicant	Dependent(s)
Native American/Alaskan Native			
Asian/Pacific Islander			
African American			
Hispanic/Latino			
Cape Verdean			
White/Non-Minority			
Other			

Employment Status:

Applicant's Name: _____

Occupation: _____

Present Employer: _____

Contact Information: _____

Date of Hire: _____

Name & Title of Supervisor: _____

Annual Gross Salary: _____

Co-Applicant's Name:

Occupation: _____

Present Employer: _____

Contact Information: _____

Date of Hire: _____

Name & Title of Supervisor: _____

Annual Gross Salary: _____

If other adult household members are employed, please attach a separate sheet with their current employment information.

Income Information

Please complete the following information for all persons receiving income in the household at the time of application. Household income includes gross wages, retirement income (if drawing on it for income), business income, veterans benefits, alimony/child support, unemployment compensation, social security, pension/disability income, supplemental second income and dividend income.

In addition to completing the following, please attach all income documentation including:

- Five most recent pay stubs
- Social security documentation
- Pension documentation
- Most recent Tax Return
- W2s for all household member for the most recent year

Applicant

Salary: \$ _____

Interest & Dividends \$ _____

Alimony/Child Support \$ _____

Other Income & Source \$ _____

TOTAL INCOME: \$ _____

Co-Applicant

Salary: \$ _____

Interest & Dividends \$ _____

Alimony/Child Support \$ _____

Other Income & Source \$ _____

TOTAL INCOME: \$ _____

If there are other adult household members who are earning income, please attach a separate sheet with their current income information.

Applicant Signature

Co-Applicant Signature

Date

- Attachments:** Complete Application Checklist
 Disclosure Form
 Deed Rider Summary
 Deed Rider Summary Signature of Understanding

**Sample Application Checklist
XYZ Development
Anytown, RI**

Your application is not considered complete without the following documents. Incomplete or ineligible applications will be not entered into the lottery.

- Completed and signed application
- All income documentation including 5 most recent pay stubs, most recent tax return, W2s from the most recent year, and any additional income documentation (such as social security or pension income)
- A pre-qualification/pre-approval letter from a bank or mortgage company indicating your household qualifies for a mortgage sufficient to purchase a home at XYZ Development
- Signed Disclosure Form
- Signed Signature of Understanding for the Deed Rider
- Certificate of Homebuyer Education for deed-restricted/low-to-mod income housing