

2025 Application Checklist

Partn	er Application for
	Full Name
Ema	il Address Phone Number
indica due Ja toget	application is for a house to be built in Morrison County, MN summer 2025. Please the below if you have a location preference within the county. This application is anuary 31, 2025. Before submitting, please staple your completed application her with this checklist on top, with the following documents underneath in this . You can mail it to us or drop it off by January 31, 2025 at:
	Habitat for Humanity of Morrison County
	2100 Riverview Drive
	PO Box 321
	Little Falls, MN 56345
	re unable to consider your application unless all the following items are included are don't hesitate to stop into our office or call us at (320) 616-2084 if you have any ions.
	This checklist
	Application
	Personal References
	Credit Report Authorization
	Equal Credit Opportunity Act Notice
	Income Tax Statements (last two years' income tax, with W-2's)
	Proof of any additional income (child support, disability, Social Security, etc.)
П	Location Preference



Application Qualifications

Applicants must have lived in Morrison County for at least one year, and must meet the following requirements:

- Need for housing Current living conditions are substandard, unsafe, overcrowded, or unaffordable.
- Willingness to partner Applicants must be able to invest at least 300 hours of "sweat equity" into their home.
- Ability to pay Applicants must meet our income guidelines and have enough income to make affordable mortgage payments. Our income guidelines are calculated as being between 30-75% of the HUD average income for Morrison County.

2025 Income Guidelines							
Household Size	Make at Least	But Not More Than					
1 Person	19,260	48,150					
2 People	21,990	54,975					
3 People	24,750	61,875					
4 People	27,480	68,700					
5 People	29,700	74,250					
6 People	31,890	79,725					
7 People	34,080	85,200					
8 People	36,300	90,750					

Please review the information available on our website www.hfhmorrisoncounty.org, and if you have any questions, please don't hesitate to email info@hfhmorrisoncounty.org, or call us at (320) 616-2084.



Application

Habitat Homeownership Program



We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin.

	t: Please complete this application with the complete this application with the complete the com			nanity homeownership program truthfully, completely and accudance with our privacy policy.	ırately.		
Type of credit □ I am applying for individual credit. □ I am applying for joint credit. Total number of borrowers: □ Each borrower intends to apply for joint credit. Your initials:							
		1A. AF	PLICAN	IT INFORMATION			
	Applicant			Co-applicant			
Applicant's na	me:			Co-applicant's name:			
Alternative and	d former names:			Alternative and former names:			
Social Security	number			Social Security number			
Home phone ()			Home phone ()			
Cell phone ()			Cell phone ()			
Work phone ()			Work phone ()			
Age	Date of birth (mm/dd/yyyy)			Age Date of birth (mm/dd/yyyy)			
	$\ \square$ Married $\ \square$ Separated $\ \square$ Unmarried (single, divorced, widowed, civil union,			☐ Married ☐ Separated ☐ Unmarried (single, divorced, widowed, civil union,			
	o, registered reciprocal beneficiary relation d others who will live with you:	ship) (Fill out Section	on 14.)	domestic partnership, registered reciprocal beneficiary relationship) (Fill out separate partnership) (Fill ou	•		
Name	Age		Female		fale Female		
Present address	s (street, city, state, ZIP code):	l Own □ Rent		Present address (street, city, state, ZIP code): ☐ Own ☐	Rent		
Number of years	S:			Number of years:			
If you ha	ive lived at your present address	for less than tw	vo years,	complete the following, for all addresses during the past two	years:		
Previous addres	s(es) (street, city, state, ZIP code):	: Own	Rent	Previous address(es) (street, city, state, ZIP code): ☐ Own	Rent		
Number of years	s:			Number of years:			
	FOR OF	FICE USE ON	NLY — D	OO NOT WRITE IN THIS SPACE			
Date received:				Date of selection committee approval:			
Date of notice of	of incomplete application letter:			Date of board approval:			
Date of adverse	e action letter:			Date of partnership agreement:			

1B. MILITAR	RY SERVICE						
Did you (or your deceased spouse) serve, or are you currently serving, in the L	United States Armed Forces?						
(Army, Marine Corps, Navy, Air Force, Space Force, Coast Guard, Reserve or	National Guard) ☐ Yes ☐ No						
If yes, check all that apply:							
☐ Currently serving on active duty with projected expiration date of servi	ce/tour/ (mm/dd/yyyy)						
☐ Currently retired, discharged, or separated from service							
Only period of service was as a non-activated member of the Reserve	or National Guard						
☐ Surviving spouse	o Armod Forces 2						
Is anyone else in your household serving, or did they serve, in the United State	s armed Forces? Lifes Lino						
If yes, check all that apply: □ Currently serving on active duty with projected expiration date of servi	ice/tour/ (mm/dd/yyyy)						
☐ Currently retired, discharged, or separated from service	ce/tour/(fillfi/dd/yyyy)						
☐ Only period of service was as a non-activated member of the Reserve	e or National Guard						
2. WILLINGNES	S TO PARTNER						
To be considered for the Habitat homeownership program, you and your	I AM WILLING TO COMPLETE THE REQUIRED						
household members must be willing to complete a certain number of "sweat-	SWEAT-EQUITY HOURS:						
equity" hours, which may include hours spent helping to build your home and	Yes No						
the homes of others, attending homeownership classes, and/or other approved activities.	Applicant						
approved activities.	Со-аррисант						
3 PRESENT HOUS	SING CONDITIONS						
	Sinc Constitions						
Currently, are you: \square Renting \square Rent-free \square Own Number of bedrooms (please circle): 1 2 3 4	5						
Other rooms in the place where you are currently living:	☐ Bathroom ☐ Living room ☐ Diningroom						
Other (please describe):							
In the space below, describe the condition of the house or apartment where	e you live. Why do you need a Habitat home?						
and open solon, account the container of the record of apartment into the	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
If you rent your current residence, please supply a copy of you bank statement or canceled rent	our lease and a copy of the most recent money order receipt, check to evidence rent payment.						
Name, address and phone number of current landlord:							
4 DDODEDTV	INFORMATION						
☐ I do not own any real estate (move to Section 5).	INFORMATION						
If you own your residence, what is your monthly mortgage payment (including							
insurance, etc.)? \$/month Unpaid balance \$	Monthly payment (including taxes, insurance, etc.) \$						
If you wish your property to be considered for building your Habitat home, pleas Note: A separate approval process will apply with respect to any such requests through the Habitat program.							

5. EMPLOYMENT INFORMATION						
Applicant	Co-applicant					
☐ Does not apply.		□ Does not apply.				
Name and address of CURRENT employer:	Start date (mm/dd/yyyy):	Name and address of CURRENT employer:		Start date (mm/dd/yyyy):		
	Annual (gross) wages:			Annual (gross) wages:		
Type of business: Business phone: Type of business:		Business phone:				
If working at o	current job less than one y	ear, complete the following inform	ation.			
Name and address of PREVIOUS employer:	Years on this job:	Name and address of PREVIOUS employer:		Years on this job:		
	Annual (gross) wages:			Annual (gross) wages:		
Type of business: Business phone:		Type of business:		Business phone:		
☐ Check if you are the business owner or are ☐ I have an ownership share of less than 2. Monthly income (or loss) \$	ownership share of 25% or more.	applicants wil	FE: Self-employed I be required to provide cuments such as tax nancial statements.			

6. MONTHLY INCOME							
Income source	Applicant	Co-applicant	Others in household	Total			
Salary/wages (gross)	\$	\$	\$	\$			
TANF	\$	\$	\$	\$			
Alimony	\$	\$	\$	\$			
Child support	\$	\$	\$	\$			
Social Security	\$	\$	\$	\$			
SSI	\$	\$	\$	\$			
Disability	\$	\$	\$	\$			
Housing voucher (e.g., Section 8)	\$	\$	\$	\$			
Unemployment benefits	\$	\$	\$	\$			
VA compensation	\$	\$	\$	\$			
Retirement (e.g., pension)	\$	\$	\$	\$			
Military entitlements	\$	\$	\$	\$			
Other:	\$	\$	\$	\$			
Total	\$	\$	\$	\$			

HOUSEHOLD MEMBERS WHOSE INCOME IS LISTED ABOVE								
Name Income source Monthly income Date of birth								

7. SOURCE OF DOWN PAYMENT AND CLOSING COSTS	
Where will you get the money to make the down payment or pay for closing costs (for example, savings or gifts from family member or others; any grants for which you have or intend to apply)? If you borrow the money, whom will you borrow it from, and how will you pay it back?	
	_

8. ASSETS								
Type of asset and name of bank, savings and loan, credit union, retirement account, etc. (Do not include land here.)	Address	City, state	ZIP	Account number	Current balance/ value/vested amount (if applicable)			
					\$			
					\$			
					\$			
					\$			
					\$			
					\$			
					\$			

9. LIABILITIES AND EXPENSES						
TO WHOM DO YOU OWE MONEY?		Applicant		Co-applicant		
Account	Monthly payment	Unpaid balance	Months left to pay	Monthly payment	Unpaid balance	Months left to pay
Auto Ioan	\$	\$		\$	\$	
Installment (e.g., boat, personal loan)	\$	\$		\$	\$	
Lease (e.g., furniture, appliances — includes rent-to-own)	\$	\$		\$	\$	
Alimony/separate maintenance	\$	\$		\$	\$	
Child support	\$	\$		\$	\$	
Revolving (e.g., credit cards)	\$	\$		\$	\$	
Student loan debt	\$	\$		\$	\$	
Open 30 days (balance paid monthly, e.g., travel card)	\$	\$		\$	\$	
Medical debt	\$	\$		\$	\$	
Other	\$	\$		\$	\$	
Other	\$	\$		\$	\$	
Total	\$	\$		\$	\$	

MONTHLY EXPENSES								
Account Applicant Co-applicant Total								
Rent	\$	\$	\$					
Utilities (electricity, water, gas)	\$	\$	\$					
Insurance (rental, car, health, etc.)	\$	\$	\$					
Child care	\$	\$	\$					
Internet service	\$	\$	\$					
Cell phone	\$	\$	\$					

Please check the hox heside the word that hest answers the following questions for you and the co-applicant Applicant Co-applicant						
10. DECLARATIONS						
Total	\$	\$	\$			
Other	\$	\$	\$			
Other	\$	\$	\$			
Entertainment	\$	\$	\$			
Food and essential supplies	\$	\$	\$			
Transportation expense (gas, bus pass, vehicle upkeep, etc.)	\$	\$	\$			
Union dues	\$	\$	\$			
Business expenses	\$	\$	\$			
Land line	\$	\$	\$			
Land line	\$	\$	\$			

10. DECLARATIONS			
Please check the box beside the word that best answers the following questions for you and the co-applicant.	Applicant	Co-applicant	
a. Are there any outstanding judgments because of a court decision against you?	☐ Yes ☐ No	☐ Yes ☐ No	
b. Have you declared bankruptcy within the past seven years? If YES, identify the type(s) of bankruptcy: Chapter 7 Chapter 11 Chapter 12 Chapter 13	☐ Yes ☐ No	☐ Yes ☐ No	
c. Have you had any property foreclosed upon in the past seven years?	☐ Yes ☐ No	☐ Yes ☐ No	
d. Are you party to a lawsuit in which you potentially have any personal financial liability?	☐ Yes ☐ No	☐ Yes ☐ No	
e. Have you conveyed title to any property in lieu of foreclosure or completed a pre-foreclosure sale or short sale (where the lender agreed to accept less than the outstanding mortgage balance due) within the past seven years?		☐ Yes ☐ No	
f. Are you currently delinquent or in default on any federal debt or any other loan, mortgage financial obligation or loan guarantee?		☐ Yes ☐ No	
g. Are you a co-signer or guarantor on any debt of loan that is not disclosed on this application?		☐ Yes ☐ No	
h. Are you a U.S. citizen or permanent resident?	☐ Yes ☐ No	☐ Yes ☐ No	
Note: If you answered "yes" to any question a through g, or "no" to Question h, please explain on a separate piece of paper.			

11. AUTHORIZATION, AGREEMENT AND RELEASE

I understand that by filing this application, I am authorizing Habitat for Humanity to evaluate my actual need for the Habitat homeownership program, my ability to repay an affordable loan and other expenses of homeownership, and my willingness to be a partner through sweat equity and otherwise according to Habitat for Humanity policy.

I understand that the evaluation will include personal visits, a credit check and employment verification (if applicable). I have answered all the questions on this application truthfully and accurately, and if any of the information provided changes after I submit this application, I will supplement this application, as applicable. I understand that if I have not answered the questions truthfully, accurately or completely, or fail to supplement this application as necessary to maintain its accuracy and completeness, my application may be denied, and that even if I have already been selected to receive a Habitat home, I may be disqualified from the program and forfeit any rights or claims to a Habitat home. The original or a copy of this application will be retained by Habitat for Humanity even if the application is not approved.

If this application is created as (or converted into) an "electronic application," I consent to the use of "electronic records" and "electronic signatures" as the terms are defined in and governed by applicable federal and/or state electronic transaction laws. I intend to sign and have signed this application either using my: (a) electronic signature or (b) a written signature and agree that if a paper version of this application is converted into an electronic application, the application will be an electronic record, and the representation of my written signature on this application will be my binding electronic signature.

I also understand that Habitat for Humanity screens all applicants on the sex offender registry. By completing this application, I am submitting myself to such an inquiry. I further understand that by completing this application, I am submitting myself to a criminal background check.

Applicant signature	Date	Co-applicant signature	Date
X		x	

PLEASE NOTE: If more space is needed to complete any part of this application, please use a separate sheet of paper and attach it to this application. Please mark your additional comments with "A" for applicant or "C" for co-applicant.

12. RIGHT TO RECEIVE COPY OF APPRAISAL

This is to notify you that if you qualify for the homeownership program and complete the program requirements, we may order an appraisal to determine the value of a home that you may be eligible to purchase, and we may charge you for this appraisal. Upon completion of the appraisal, we will promptly provide a copy to you, even if the loan does not close.

Applicant's name	Co-applicant's name

13. DEMOGRAPHIC INFORMATION

PLEASE READ THIS STATEMENT BEFORE COMPLETING THE BOX BELOW:

☐ By mail

☐ By telephone

The purpose of collecting this information is to help ensure that all applicants are being treated fairly, that the housing needs of communities and neighborhoods are being fulfilled, and to otherwise evaluate our programs and report to our funders. For residential mortgage lending, Federal law requires that we ask applicants for their demographic information (ethnicity, sex and race) in order to monitor our compliance with equal credit opportunity, fair housing and home mortgage disclosure laws. You are not required to provide this information but are encouraged to do so. You may select one or more designations for "Ethnicity" and one or more designations for "Race." The law provides that we may not discriminate on the basis of this information or on whether you choose to provide it. However, if you choose not to provide the information and you have made this application in person, federal regulations require us to note your ethnicity, sex and race on the basis of visual observation or surname. The law also provides that we may not discriminate on the basis of age or marital status information you provide in this application. If you do not wish to provide some or all of this information, please check below.

Applicant		Co-appli	cant
Ethnicity (check one or more): Hispanic or Latino Mexican Puerto Rican Cu Other Hispanic or Latino – Origin: For example: Argentinean, Colombian, Do Salvadoran, Spaniard, and so on. Not Hispanic or Latino I do not wish to provide this information		Ethnicity (check one or more): Hispanic or Latino Mexican Puerto Rican Other Hispanic or Latino – Origin: For example: Argentinean, Colombia Salvadoran, Spaniard, and so on. Not Hispanic or Latino I do not wish to provide this information	-
Sex: □ Female □ Male □ I do not wish to	provide this information	Sex: □ Female □ Male □ I do not	wish to provide this information
☐ Japanese ☐ Korean ☐ ☐ Other Asian — race:	Filipino Vietnamese sistani, Cambodian, and so on.	☐ Black or African American	☐ Filipino ☐ Vietnamese ai, Pakistani, Cambodian, and so on.
 Native Hawaiian or Other Pacific Islander □ Native Hawaiian □ Guamanian or O □ Other Pacific Islander — race: For example: Fijian, Tongan, and so on. □ White □ I do not wish to provide this information 	Chamorro 🗆 Samoan	 Native Hawaiian or Other Pacific Islan □ Native Hawaiian □ Guamania □ Other Pacific Islander — race: For example: Fijian, Tongan, and so □ White □ I do not wish to provide this information 	an or Chamorro
To be completed only by the person conducting the interview			
Was the ethnicity of the Borrower collected on the basis of visual observation or surname?			
This application was taken by: □ Face-to-face interview (included electronic media w/video component)	Interviewer's name (print or ty	pe)	Interviewer's phone number Date

14. UNMARRIED ADDENDUM
FOR BORROWER SELECTING THE UNMARRIED STATUS
Lender instructions for using the Unmarried Addendum: The lender may use the Unmarried Addendum only when a borrower selected "Unmarried" in Section 1 and the information collected is necessary to determine how state property laws directly or indirectly affecting creditworthiness apply, including ensuring clear title. For example, the lender may use the Unmarried Addendum when the borrower resides in a state that recognizes civil unions, domestic partnerships or registered reciprocal beneficiary relationships or when the property is located in such a state. "State" means any state, the District of Columbia, the Commonwealth of Puerto Rico, or any territory or possession of the United States.
If you selected "Unmarried" in Section 1: Is there a person who is not your legal spouse but who currently has real property rights similar to those of a legal spouse? No Yes
If YES, indicate the type of relationship and the state in which the relationship was formed. For example, indicate if you are in a civil union, domestic partnership, registered reciprocal beneficiary relationship, or other relationship recognized by the state in which you currently reside or where the property is located.
☐ Civil union ☐ Domestic partnership ☐ Registered reciprocal beneficiary relationship

☐ Other (explain): __

State: __



Personal References

Partner Application for
(Your Name)
(Your Email Address)
List two personal references. Neither should be related to you.
Please print clearly and give complete address and phone numbers.
Name:
Address:
Phone:
Email:
Name:
Address:
Phone:
Email:



Credit Report Authorization

Partner Application for	
	(Your Name)
, , ,	mers & Merchants State Bank of Pierz to obtain a half of Habitat for Humanity of Morrison County.
This authorization is valid for purpose lawful purposes covered under the Fa	s of verifying information given pursuant to ir Credit Reporting Act (FCRA).
This authorization shall be valid in original	ginal or copy form.
Applicant's Name	Social Security Number
Applicant's Signature	Date of Birth
Current Address:	
Prior Address:	
Start-End Dates:	
Prior Address:	
Start-End Dates:	



Equal Credit Opportunity Act Notice

Partner Application for	
(Your Na	ime)
The Federal Equal Credit Opportunity Act prohocredit applicants on the basis of race, color, relor age (provided the applicant has the capacity because all or part of the applicant's income deprogram; or because the applicant has in good Consumer Credit Protection Act. The federal again concerning this company is the Federal Trackegional Office for the Midwest region, 55 Westrade Commission, Equal Credit Opportunity, Nature 1981.	igion, national origin, sex, marital status to enter into a binding contract); erives from any public assistance I faith exercised any right under the gency that monitors compliance with this ade Commission, with offices at [FTC st Monroe Street, Chicago, IL or Federal
You need not disclose income from alimony, cl payment if you choose not to do so. However, Credit Program, we may request and require, in eligibility for the program and the affordable n the applicant's marital status; alimony, child su and the spouse's financial resources.	because we operate a Special Purpose n order to determine an applicant's nortgage amount, information regarding
Accordingly, if you receive income from these sinformation with your application, your application we will be unable to invite you to participate in	tion will be considered incomplete, and
Applicant's Name	Applicant's Name
Applicant's Signature	Applicant's Signature