



Are You Ready to Buy a Home?

- 1) Do you have a stable income with a two year job history?**
Did you know? It is not necessary to have the same job for two years, but you should be in the same line of work and able to explain any gaps in your employment history. YES NO
- 2) Do you have enough income to support a mortgage payment?**
Did you know? Most lenders require applicants to provide two years tax returns, W-2s, and pay stubs and will not allow a mortgage payment that is more than 31% of your total gross monthly income. Self-employed buyers must use their net income after all business related expenses have been deducted to qualify for most mortgages. YES NO
- 3) Do you have a history of paying your rent and all bills on time?**
Did you know? Lenders will check your last 12 months rental payment history. Recent collections, inquiries, or late payments can adversely affect your credit score. YES NO
- 4) Do you know what your credit score is?**
Did you know? Your credit score drives many parts of the home buying process including the type of loan, interest rate, down payment amount, and insurance premium. Some down payment assistance programs have credit score requirements. YES NO
- 5) Do you have a manageable debt load?**
Did you know? Student loans, even those that are currently deferred, should be counted into your monthly debt load and many lenders will ask you to provide proof of what the payments will be once they come due. High revolving debt or car loan payments can affect your debt to income ratio and limit your buying power. YES NO
- 6) Do you have checking and savings accounts?**
Did you know? Lenders will review the last 2 months of your bank statements, and NSF fees, unexplained deposits, and loan payments not showing on your credit report can jeopardize your loan approval. House repairs are inevitable. Homeowners cannot call their landlord when the roof leaks, so start an emergency savings account today. YES NO
- 7) Do you have money saved for down payment, earnest money deposit, upfront costs (application fee, appraisal fee, home inspection), closing costs, required reserves, utility deposits, and moving expenses?**
Did you know? There are several down payment and closing cost assistance programs available. Each have income, debt ratio, and credit score guidelines, but they do not cover earnest money, upfront costs, utility deposits, and moving expenses. YES NO

Signature Date

Signature Date

Homes on the Hill
Prepurchase or Postpurchase Counseling Intake Form

Personal Information	Applicant	Co-Applicant
Name		
Address		
City, State, Zip Code		
County		
Residency Status	__ Rent __ Own __ Other	__ Rent __ Own __ Other
Length of Occupancy	__ Years __ Months	__ Years __ Months
Date of Birth		
Social Security No.		
Home Phone		
Work Phone		
Cell Phone		
Email Address		
Preferred Contact Method (home, cell, work)		
How did you hear about Homes on the Hill?		<input type="checkbox"/> Please add me to HOTH's contact list
Are you a First Time Homebuyer? Yes _____ No _____		
Is anyone in your household over the age of 62? Yes _____ No _____		
Demographics	Applicant	Co-Applicant
Race	___ American Indian/Alaskan Native ___ Asian ___ Black or African American ___ Native Hawaiian or Pacific Islander ___ White	___ American Indian/Alaskan Native ___ Asian ___ Black or African American ___ Native Hawaiian or Pacific Islander ___ White
Ethnicity Type	___ Hispanic or Latino ___ Not Hispanic or Latino	___ Hispanic or Latino ___ Not Hispanic or Latino
Household size: _____	Number of Adults _____	Number of Dependents _____
Marital Status		
Gender		

Demographics cont.	Applicant	Co-Applicant
Citizenship	<input type="checkbox"/> Non-Resident Alien <input type="checkbox"/> Permanent Resident Alien <input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> Non-Resident Alien <input type="checkbox"/> Permanent Resident Alien <input type="checkbox"/> U.S. Citizen
Country of Origin		
Preferred Language		
Are you disabled?		
Highest Education Level	<input type="checkbox"/> No High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> High School Diploma <input type="checkbox"/> Vocational Certificate <input type="checkbox"/> Some College <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctoral Degree	<input type="checkbox"/> No High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> High School Diploma <input type="checkbox"/> Vocational Certificate <input type="checkbox"/> Some College <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctoral Degree
Please check all that apply	<input type="checkbox"/> Female Head of Household <input type="checkbox"/> Single Head of Household <input type="checkbox"/> U.S. Veteran <input type="checkbox"/> Owned Home in Last 3 Years	<input type="checkbox"/> Female Head of Household <input type="checkbox"/> Single Head of Household <input type="checkbox"/> U.S. Veteran <input type="checkbox"/> Owned Home in Last 3 Years
Employment	Applicant	Co-Applicant
Employer		
Job Title		
Income Source:	\$ _____ gross \$ _____ net per week/bi-weekly/month (circle one)	\$ _____ gross \$ _____ net per week/bi-weekly/month (circle one)
Income Source:	\$ _____ gross \$ _____ net per week/bi-weekly/month (circle one)	\$ _____ gross \$ _____ net per week/bi-weekly/month (circle one)
Income Source:	\$ _____ gross \$ _____ net per week/bi-weekly/month (circle one)	\$ _____ gross \$ _____ net per week/bi-weekly/month (circle one)
Start Date/End Date	_____ to _____	_____ to _____
Please check all that apply	<input type="checkbox"/> Self-Employed <input type="checkbox"/> Farm Worker	<input type="checkbox"/> Self-Employed <input type="checkbox"/> Farm Worker
Have you contacted any other counseling agencies?		
If so, what agency/agencies and when?		

By signing below I agree that, to the best of my knowledge, the above information is true.

Signature: _____ Date: _____

Signature: _____ Date: _____

Homes on the Hill

Pre-Purchase Monthly Budget Worksheet

Provide the dollar amount that you spend on each item **PER MONTH** for all household members.

Housing	
Rent/Mortgage Payment	\$
Home maintenance, supplies	\$
Electric	\$
Heating	\$
Water/Sewer	\$
Trash/recycling/yard waste	\$
Appliances, furniture, rent-to-own	\$
TOTALS	

Liabilities, Loans	
Alimony/ Child Support	\$
Bank fees	\$
Cashier's checks, payday loans	\$
Collections	\$
Credit card payments	\$
Legal fees	\$
Loan payments	\$
TOTALS	

Auto/Transportation	
Car loan	\$
Car insurance	\$
Car maintenance/repairs	\$
Gasoline	\$
Parking	\$
Bus/taxi fare	\$
TOTALS	

Healthcare	
Dental	\$
Doctor's visits	\$
Medical bills	\$
Health insurance	\$
Pharmacy, prescription drugs	\$
Vision	\$
Life insurance	\$
TOTALS	

Telephone, Telecom	
Basic phone service	\$
Cell phone	\$
Long distance	\$
Pager	\$
TOTALS	

Food	
Groceries	\$
Eating out, delivery	\$
Snacks	\$
Alcohol	\$
TOTALS	

Monthly Budget Worksheet continued

Children and Elders	
Day Care	\$
School lunches	\$
School supplies	\$
School activities	\$
Elder care	\$
TOTALS	

Personal Care	
Clothing, shoes	\$
Cosmetics	\$
Dry cleaning, laundry	\$
Haircuts	\$
Nails	\$
Toiletries	\$
TOTALS	

Entertainment	
Magazines, newspapers, books	\$
Cable/satellite television	\$
Internet	\$
Cigarettes, tobacco	\$
Fitness	\$
Hobbies, sports	\$
Holidays, events	\$
Movies, movie rentals, music	\$
Vacations, travel	\$
Lottery, bingo	\$
Memberships	\$
TOTALS	

Continuing Education	
Tuition	\$
Books, supplies	\$
TOTALS	

Donations	
Religious contributions	\$
Charities	\$
Union groups, professional dues	\$
TOTALS	

Pets	
Food	\$
Veterinarian bills	\$
TOTALS	

Savings	
Savings Account	\$ /mo
IRA, retirement	\$ /mo
Investments	\$ /mo
TOTALS	

"Net" Monthly Income _____

Total Monthly Expenses (-) _____

Total Monthly Balance (-/+) _____

Homebuyer **Date**

Homebuyer **Date**



• 3659 Soldano Blvd. • Columbus, OH 43228 • Phone: 614-275-HOME • Fax: 614-275-3060 • www.hoth-cdc.org •

Homes on the Hill CDC AGENCY DISCLOSURE

Homes on the Hill (HOTH) CDC is a not-for-profit community development organization founded to provide decent, affordable housing to low and moderate-income individuals and families, and strengthen their neighborhoods. As a potential client of this organization, you have the right to know the following:

HOTH is a not-for-profit organization and works to provide **all services free of charge**. We require reimbursement for costs incurred by our organization to acquire a copy of your credit report (pre-purchase counseling only). The credit report reimbursement amount is **\$15.00** for an individual credit report or **\$30.00** for a joint credit report. If you bring in your own copy of a tri-merge credit report no cost will be incurred by our organization. No reimbursement is required for foreclosure, rental, or financial capabilities counseling.

Besides offering housing counseling services, HOTH is also a housing developer and offers new and rehabbed homes for sale and rent. As a HOTH client, you are under **no obligation** to purchase property from HOTH or to rent a property from HOTH. HOTH will work to assist you in the purchase or rental of any property of your own choice.

HOTH also sometimes offers various down payment assistance programs, each with their own restrictions and guidelines, to qualified applicants. As a HOTH client, you are under **no obligation** to participate in our programs. If you wish to pursue any form of down payment assistance, HOTH will work to assist you in determining which program best fits your needs, including but not limited to programs offered by the City of Columbus, Franklin County, CHP/Homeport, OHFA, HOTH, and any others available.

All information submitted to HOTH is considered **confidential** and will be kept confidential unless you consent to the disclosure of such information.

HOTH is approved by the U.S. Department of Housing and Urban Development. HOTH also maintains affiliations, funding sources, partnerships, and working relationships with other public and private community organizations which could create a conflict of interest. These community ties are listed in our brochure and on our website.

As a client, you have the **freedom of choice** in selecting and engaging in any and all business transactions with persons working in the financial, mortgage, real estate, homeowner education, housing counseling or other homeownership industry professionals. You have the right to make voluntary and informed decisions free of coercion, intimidation, or undue pressure.

If at any time you decide to terminate your relationship with HOTH, you have the right to request an **assessment** of your immediate or long term potential for successfully achieving or maintaining homeownership and a **description** of the recommended steps to attain your housing goal in the future.

I acknowledge that I have received a "Referral List" of local assistance organizations and if I am a pre-purchase client a list of local "Downpayment Assistance Programs".

Print

Sign

Date



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CREDIT REPORT AUTHORIZATION AND PRIVACY DISCLOSURE FORM

I hereby authorize and instruct Homes on the Hill CDC (hereinafter "HOTH") **to obtain and review my credit report.** My credit report will be obtained from a credit reporting agency chosen by HOTH. I understand and agree that HOTH intends to use the credit report for the purpose of evaluating my financial readiness to purchase a home.

My signature below also **authorizes the release to credit reporting agencies of financial or other information** that I have supplied to HOTH in connection with such evaluation. Authorization is further granted to the credit reporting agency to **use a copy of this form to obtain any information the credit reporting agency deems necessary** to complete my credit report.

In addition, in connection with determining my ability to obtain a loan, I authorize that **HOTH may share with potential mortgage lenders and/or counseling agencies my credit report and any information that I have provided,** including any computations and assessments that have been produced based upon such information. **Mortgage lenders may share the information I provide to the lender with the counseling agencies.** These lenders may contact me to discuss loans for which I may be eligible, and these counseling agencies may contact me to discuss counseling services.

I understand that I may revoke my consent to these disclosures by notifying HOTH in writing.

Client's Name (Print)

Spouse's Name (Print)

Client's Signature

Spouse's Signature

Social Security Number

Social Security Number

Date

Date

Date of Birth

Spouse's Date of Birth

Address

Address



Mortgage Shopping Worksheet

	Lender 1		Lender 2	
Name of Lender:	SAMPLE	SAMPLE	SAMPLE	SAMPLE
Name of Contact:				
Date of Contact:				
Mortgage Amount:	\$100,000			
	mortgage 1	mortgage 2	mortgage 1	mortgage 2
Basic Information on the Loans				
Type of Mortgage: fixed rate, adjustable rate, conventional, FHA, other? If adjustable, see below	FHA	Conven	Portfolio	
Minimum down payment required	3.5%	20%	\$500 w/DAP	
Loan term (length of loan)	30 year	30 year	30 year	
Contract interest rate	3.25%	3.5%	4.0%	
Annual percentage rate (APR)	4.328%	4.291%	4.972%	
Points (may be called loan discount points)	N/A	N/A	N/A	
Monthly Private Mortgage Insurance (PMI) premiums	1.25%	N/A	N/A	
How long must you keep PMI?	30 year	N/A	N/A	
Estimated monthly escrow for taxes and hazard insurance	\$266	\$266	\$266	
Estimated monthly payment (Principal, Interest, Taxes, Insurance, PMI)	\$736.65	\$575.91	\$677.38	

- Are you planning to shop around with 3 different lenders for your mortgage loan? YES NO
- Do you know the difference between interest rate and annual percentage rate (APR)? YES NO
- Are you familiar with types of mortgage loans including FHA and conventional? YES NO
- Is it important to you that your lender is familiar with Homes on the Hill and knowledgeable about various types of down payment assistance? YES NO
- Did you know that your lender is responsible for submitting your application for down payment assistance, if you qualify? YES NO

Signature

Date


Signature

Date



CAUTION

U.S. Department of Housing and Urban Development
Federal Housing Administration (FHA)



OMB Approval No. 1502-0046 (exp. 06/30/2012)

For Your Protection: Get a Home Inspection

Why a Buyer Needs a Home Inspection

A home inspection gives the buyer more detailed information about the overall condition of the home prior to purchase. In a home inspection, a qualified inspector takes an in-depth, unbiased look at your potential new home to:

- Evaluate the physical condition: structure, construction, and mechanical systems; Identify items that need to be repaired or replaced; and
- Estimate the remaining useful life of the major systems, equipment, structure, and finishes.

You Must Ask for a Home Inspection

A home inspection will only occur if you arrange for one. FHA does not perform a home inspection. Decide early. You may be able to make your contract contingent on the results of the inspection.

Appraisals are Different from Home Inspections:

An appraisal is different from a home inspection and does not replace a home inspection. Appraisals estimate the value of the property for lenders. An appraisal is required to ensure the property is marketable. Home inspections evaluate the condition of the home for buyers.

FHA Does Not Guarantee the Value or Condition of your Potential New Home

If you find problems with your new home after closing, FHA cannot give or lend you money for repairs, and FHA cannot buy the home back from you. Ask a qualified home inspector to inspect your potential new home and give you the information you need to make a wise decision.


Radon Gas Testing and other safety/health issues

The United States Environmental Protection Agency and the Surgeon General of the United States have recommended that all houses should be tested for radon. For more information on radon testing, call the toll-free National Radon Information Line at 1-800-SOS-Radon or 1-800-767-7236.


Ask your home inspector about additional health and safety tests that may be relevant for your home.

Be an Informed Buyer

It is your responsibility to be an informed buyer. You have the right to carefully examine your potential new home with a qualified home inspector. To find a qualified home inspector ask for references from friends, realtors, local licensing authorities and organizations that qualify and test home inspectors.



HUD-6284-CN (9/14)



CAUTION

- 1) Are you planning on getting a home inspection when you purchase your home? YES NO
- 2) Do you understand the difference between a home inspection and an appraisal? YES NO
- 3) Do you have money saved to pay for a home inspection? YES NO
- 4) Did you know there is no certification in the State of Ohio for home inspectors? YES NO

Signature _____
Date

Signature _____
Date





Part 1: How well does this statement describe you or your situation?

This statement describes me	Completely	Very well	Somewhat	Very little	Not at all
1. I could handle a major unexpected expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I am securing my financial future	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Because of my money situation, I feel like I will never have the things I want in life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I can enjoy life because of the way I'm managing my money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I am just getting by financially	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I am concerned that the money I have or will save won't last	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 2: How often does this statement apply to you?

This statement applies to me	Always	Often	Sometimes	Rarely	Never
7. Giving a gift for a wedding, birthday or other occasion would put a strain on my finances for the month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. I have money left over at the end of the month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. I am behind with my finances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. My finances control my life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 3: Tell us about yourself.

11. How old are you?	<input type="checkbox"/> 18-61	<input type="checkbox"/> 62+
12. How did you take the questionnaire?	<input type="checkbox"/> I read the questions	<input type="checkbox"/> Someone read the questions to me