



Honolulu

# Habitat for Humanity®

## APPLICATION INFORMATION

This application will not be processed until ALL required documents have been received. Applications will be reviewed as they are received. A site visit will be arranged prior to approval of the project. Once the project is approved, the project will be completed based on the level of need, and on the availability of funding/resources.

**\*\*NO ORIGINAL DOCUMENTS WILL BE ACCEPTED - COPIES ONLY\*\***

Complete and return to:

Honolulu Habitat for Humanity  
Attn: Home Preservation  
922 Austin Lane #C-1  
Honolulu, Hawaii 96817

Questions?  
Contact Emily Woods at:  
(808) 777-3337  
emily@honoluluhabitat.org

## APPLICATION CHECKLIST

- Section 1 Homeowner Information
- Section 2 Financial Documents
- Section 3 House Information
- Homeowner's Agreement
- Authorization Agreement
- Attached pictures of needed repairs (REQUIRED)

## OFFICE USE ONLY

Date application received:

Financial analysis completed:

Construction analysis completed:

**SECTION 1 - HOMEOWNER INFORMATION**

<b>Legal name of homeowner:</b>	<b>Age:</b>
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<b>Social Security #:</b>
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<b>Phone Number:</b>
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<b>Email:</b>
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<b>Legal name of second homeowner:</b>	<b>Age:</b>
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<b>Social Security #:</b>
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<b>Phone Number:</b>
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<b>Email:</b>
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<b>Mailing address:</b>
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<b>Mailing address:</b>
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<b>Mailing address:</b>
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<b>Others living in household:</b>	<b>Employed?</b>	<b>Age</b>
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<b>Full name:</b>	<b>Yes</b>	<b>No</b>	
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<b>Full name:</b>	<b>Yes</b>	<b>No</b>	
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<b>Full name:</b>	<b>Yes</b>	<b>No</b>	
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<b>Full name:</b>	<b>Yes</b>	<b>No</b>	
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<b>Full name:</b>	<b>Yes</b>	<b>No</b>	
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**\*If additional space is needed, please attach a separate sheet of paper with their information\***

<b>Have you applied to Habitat in the past?</b>	<b>No</b>	<b>Yes</b>	<b>If yes, when?</b>
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<b>Has Habitat done work on your house in the past?</b>	<b>No</b>	<b>Yes</b>	<b>If yes, when?</b>
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**OFFICE USE ONLY**

<b>Date application received:</b>
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<b>Financial analysis completed:</b>
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<b>Construction analysis completed:</b>
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**SECTION 2 - HOUSEHOLD INCOME AND MORTGAGE INFORMATION**

**Borrower & Co-borrower**

**Document Checklist \*COPIES ONLY\***

**Photo ID (state ID, license, or passport, etc.)**

**Pay Stubs from the past four pay periods**

**Bank statements from the past three months**

**Any additional source of income (social security, disability, child support, alimony, etc.)**

**Long term installment statements (car, student, personal loan, etc.)**

**Most recent copy of your mortgage statement**

**Copy of insurance policy documentation**

**Other adults (18+) in the household:**

**Document Checklist \*COPIES ONLY\***

**Copy of photo I.D. (state ID, license, passport, etc.)**

**Paystubs from the most recent two pay periods**

**SECTION 3 - HOUSE INFORMATION**

**Number of years at address:**

**Do you currently have homeowners insurance?** **Yes**   **No**

**Are you current on your homeowners insurance premiums?** **Yes**   **No**

How many stories?	House Exterior Checklist				
<b>Square feet:</b>	<b>Siding</b>			<b>Trim</b>	
<b>Year built:</b>		<b>Wood</b>			<b>Wood</b>
<b>Year purchased:</b>		<b>Aluminum</b>			<b>Aluminum</b>
<b>Last Painted:</b>		<b>Vinyl</b>			<b>Vinyl</b>

**Area of Repair and Description (if applicable)**

**Fence repair:**

**Gutter replacement:**

**Solar water heater:**

**Termite treatment:**

**Minor electrical and plumbing:**

**Window replacement:**

**Appliance replacement:**

**Stair repair:**



**HOMEOWNER'S AGREEMENT**

I certify that the information provided on this application is accurate and that I own the property at the address given on this application. I have no present intention to move or offer my home for sale for at least three years. I confirm that any physically able person residing in my home will work alongside the HP (Home Preservation) volunteers. I confirm that, except for the conditions listed above, my home is a safe place for volunteers.

I understand that the labor for this program will be completed by unpaid volunteers. I understand that I will pay for the cost of all the materials used, professional labor, and administrative costs and will repay Honolulu Habitat for Humanity with a no-interest loan the full amount. I also understand that the *Home Preservation program* and Honolulu Habitat for Humanity offer no warranties, expressed or implied, regarding any of the materials used or work completed during this project. I hereby release *Home Preservation*, Honolulu Habitat for Humanity and all volunteers and staff associated with this program from any liability whatsoever.

**SIGNATURE OF HOMEOWNER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Complete the following if you are not the homeowner, but are assisting the homeowner in completing this application.**

Your Name:	Your daytime telephone number:	Is the home owner aware of this application?  Yes    No
Relationship to Homeowner:	Your email address:	



**AUTHORIZATION AGREEMENT**

I hereby authorize Honolulu Habitat for Humanity (“the Lender”) to verify from time to time my past and present employment earnings records, bank account, stock holding, and other assets balances that are needed to process my loan application and when necessary to process, service or enforce the loan that I may enter into from my loan application and any guarantee of such a loan from any governmental entity or private insurer. I further authorize the Lender to order a consumer credit report and verify other credit information from time to time, including past and present mortgage and landlord references as needed in connection with my loan application and my loan and any guarantee in connection therewith. It is understood that a photocopy of this form will also serve as authorization.

1. I hereby authorize Honolulu Habitat for Humanity (“the lender”) to verify my past and present employment earnings records, bank accounts, stock holdings and any other asset balances that are needed to process my mortgage loan application and when necessary to process, service or enforce the mortgage loan that I may enter into from my mortgage loan application and any guarantee of such mortgage loan from any governmental entity or private insurer.

2. I hereby authorize Honolulu Habitat for Humanity (“the lender”) to order a consumer credit report and verify other credit information from time to time, including past and present mortgage and landlord references as needed in connection with my mortgage loan application and my mortgage loan and any guarantee in connection therewith.

3. I hereby authorize Honolulu Habitat for Humanity to conduct a background check on me, as an adult living in the household, including the National Sex Offender Public Registry check and criminal background history check. [In conformance with its Sex Offender Registry Check Policy and its Criminal Background Check Policy, Honolulu Habitat for Humanity conducts background checks and screens all potential staff (whether paid or unpaid), board members, applicant families and critical volunteers on the National Sex Offender Public Registry. By completing this application, you are submitting to such inquiry.]

4. I further authorize Honolulu Habitat for Humanity to conduct a verification of all information and references provided in this application.

Borrower	Date:
Co-borrower	Date:
Other Adult in household	Date:
Other Adult in household	Date:
Other Adult in household	Date: