

Thank you for your interest in applying to purchase a Habitat for Humanity home in Carroll County, MD. Our upcoming build will be LEED (Leadership in Energy and Environmental Design) certified. We are looking for this home to be within the top two tiers, Gold or Platinum of the LEED rating system. This duplex is being built on a double lot in Historic Taneytown. The architecture is designed to blend in with homes built almost 100 years ago. Each duplex has a main level with a kitchen, living room, and powder room. Upstairs, there are 3 bedrooms and 1 bathroom. The full basement is unfinished. The total square footage, not including the basement, is 1700 square feet.



We anticipate the start of construction will be in July 2022, with construction estimated to be completed by May 2023. In order to meet this schedule, applications must be completed and received in our office by **March 25, 2022.**

Late and/or incomplete applications will not be considered.



More about this Project-

This two-family home has been in the making for several years, delayed due to the multiple issues presented by COVID-19 as well as the efforts to raise \$500,000.00 to build it. Unfortunately, supply chain and inflation issues have caused the actual price to build the home, as well as the value of the home to rise. Therefore, instead of a local Habitat mortgage, the homeowners will go through the loan process to qualify for a USDA Rural Loan. Funds raised by our generous sponsors and donors will allow us to sell these homes for less than the costs to build them, making them affordable. This USDA program offers interest between 1%-2.5% and the payback period can be either 33 or 38 years. These variables depend on the applicant; therefore, we are unable to estimate a monthly payment. The USDA program has a self-assessment test to help determine if you are able to qualify for this opportunity. If so, they will provide an affordable mortgage for your circumstances. The link is located on the ABILITY TO PAY page, included with this application.

Our Application and Building Process-

Habitat for Humanity of Carroll County's Family Selection Committee will select two home buyers prior to the USDA application process based upon our Applicant Eligibility Guidelines.

These include:

- demonstrated need for safe, affordable housing,
- live and/or work in Carroll County, MD for one year
- demonstrated ability to repay a mortgage, and
- ability to perform "sweat-equity" to build your home.

The committee members will help you through the loan process as well as offer other supports.

Our Construction Committee designed this beautiful home. They will work alongside our Construction Manager, volunteers, and YOU to help build your home. On Dedication Day, everyone will gather to present you and your family with the keys to your custom home!

The Buying Process-

Habitat requires families who are approved to move forward to the loan application process to pay a \$500 commitment fee, which is deducted from the purchase price of the home. The selected families will then apply for USDA 502 loan. Once approved by the USDA, the families will partner with Habitat and our volunteers to build and then purchase these homes.

The mortgage is the cost to build the home, including the lot. Each home will sell for \$260,000.00. The estimated market value on each house is \$275,000.00. Please note Habitat for Humanity is not the lender or underwriter for the mortgage on these duplexes. Habitat for Humanity of Carroll County follows the USDA Eligibility Guidelines for selecting qualified families.

Only Partner Families selected to move forward will apply to the USDA for their loan. The home sale is contingent on qualifying for the USDA Rural Loan.

The homes will sell for \$260,000 (appraisal value is \$275,000). Your interest rate and mortgage payments are based upon your income and determined by the USDA.

USDA Rural Loan Income and Credit Worthiness Requirements:

Income based on family size:

1-4 \$39,000 minimum, 79,900 maximum
5 + \$39,000 minimum, \$105,450 maximum

Credit Score 640+



Personal Statement, Letters of Reference, and Attachments

Habitat for Humanity of Carroll County requires a separate personal statement to be included along with the attached application. Questions or statements that need to be elaborated on or explained in your personal statement are listed throughout the application. They include:

Describe the condition of your current home and explain why you need a Habitat home

Explain any declarations from section 5: Service in the military, any disabilities, citizenship status

Overview of how you plan to meet your required 'sweat-equity' hours

Explain any employment history of less than two years or employment gaps within the last two years

We also require two letters of reference for each applicant. One reference must be from your current employer. Your second reference can be professional (co-worker, teacher, advisor, coach, volunteer leader, client, etc.) or personal (friend, neighbor, someone from church, etc.) but cannot be relatives or someone who is considered a relative.

As you fill out the application, you will need to provide verification in several areas. Please gather all requested documentation and turn it in with your application. The attachment checklist is below. Please initial each requirement as you add it to your application packet. **Incomplete applications cannot be processed!**

Attachment Checklist:

- Your Personal Statement (see above)
- Two Letters of Reference
- USDA Self-Assessment Quiz Results (see Ability to Pay for more information)
- A copy of your credit report (see Ability to Pay for more information)
- A copy of your current rental agreement (section 3)
- Income Verification (copies of all income sources and two recent pay stubs for family over 18)

Thank you again for your interest in owning a Habitat home. We will notify you when we receive your application. If you have any further questions, or need help completing the application, please contact our office at (410) 751-7722 or email info@cchabitat.org.

3. PRESENT HOUSING CONDITIONS

Number of bedrooms (please circle) **1** **2** **3** **4** **5**

Other rooms in the place where you are currently living:

Kitchen Bathroom Living room Dining room Other (please describe) _____

If you rent your residence, what is your monthly rent payment? \$ _____ / month
(Please supply a copy of your lease or a copy of a money order receipt or canceled rent check.)

Current landlord information:

Name: _____ Phone Number: _____

Address: _____
(Street) (City, State, Zip)

In a separate personal statement, describe the condition of the house or apartment where you live. Why do you need a Habitat home?

4. PROPERTY INFORMATION

Does the applicant or co-applicant own a home, land or other real estate?

Yes No

Yes No

(Applicant)

(Co-Applicant)

If yes, please describe: _____

5. DECLARATIONS

Please answer the following questions for you and the co-applicant **For a-c refer to the Ability to Pay section, Page 9	Applicant	Co-applicant
a. Do you meet the guidelines for Income Stability?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Do you meet the guidelines for Credit History?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Do you meet the guidelines for USDA Financing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Did you or anyone in your household serve or is serving in the military?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Is the homeowner, or anyone in the home, disabled?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Are you a U.S. citizen or permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered "yes" to any question d through e, or "no" to question f, please explain in your personal statement.

6. WILLINGNESS TO PARTNER

To be considered for Habitat homeownership, you and your family must be willing to complete “sweat-equity” hours. Your help in building your home and the homes of others is called “sweat equity” and may include clearing the lot, painting, helping with construction, working in the Habitat office, attending homeownership classes or other approved activities.

Reference the Home Owner Sweat- Equity document

I AM WILLING TO COMPLETE THE REQUIRED SWEAT-EQUITY HOURS:

	Yes	No
Applicant	<input type="checkbox"/>	<input type="checkbox"/>
Co-applicant	<input type="checkbox"/>	<input type="checkbox"/>

In your personal statement, describe how you plan to meet your required minimum ‘sweat-equity’ hours.

7. EMPLOYMENT INFORMATION

Applicant		Co-applicant	
Name of Employer	Business Phone	Name of Employer	Business Phone
Address	Occupation/ Position	Address	Occupation/ Position
	Years in this Position		Years in this Position
Type of business	Dates (from- to)	Type of business	Dates (from- to)
If employed in current position for less than one year or if currently employed in more than one position, complete the following information:			
Name of Employer	Business Phone	Name of Employer	Business Phone
Address	Occupation/ Position	Address	Occupation/ Position
	Years in this Position		Years in this Position
Type of business	Dates (from- to)	Type of business	Dates (from-to)
Name of Employer	Business Phone	Name of Employer	Business Phone
Address	Occupation/ Position	Address	Occupation/ Position
	Years in this Position		Years in this Position
Type of business	Dates (from-to)	Type of business	Dates (from-to)
For each applicant, include in Personal Statement a written explanation for employment history of less than two years or employment gaps greater than 30 days within the last two years.			

8. TOTAL MONTHLY DEBT PAYMENTS

Please list your monthly debt payments. Examples include car payments, student loan debt, credit card payments, and co-signed loans. Add as an attachment if you need more space.

Debt Type:	Minimum Monthly Payment:	Total Payoff Amount:
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- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

9. MONTHLY GROSS INCOME BEFORE TAXES

This includes monthly income for the Applicant, Co-applicant, and any household members 18 years of age and older.

Income Source	Applicant	Co-applicant	Others in household(18+) ***	Total
Wages	\$	\$	\$	\$
TANF	\$	\$	\$	\$
Alimony	\$	\$	\$	\$
Child support	\$	\$	\$	\$
Social Security	\$	\$	\$	\$
SSI	\$	\$	\$	\$
Disability	\$	\$	\$	\$
Section 8 housing	\$	\$	\$	\$
Other _____	\$	\$	\$	\$
Other _____	\$	\$	\$	\$
Other _____	\$	\$	\$	\$
Total	\$	\$	\$	\$

*** Others in household 18 years of age or older whose income is listed above

Name	Income source	Monthly income	Date of birth	Relationship to Applicant

10. AUTHORIZATION 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 and my willingness to be a partner through sweat equity. I authorize Habitat for Humanity of Carroll County or a partner agency to run a credit check. This credit report is considered a "soft" credit report and requesting it will not have an impact on my credit scores.

I have answered all the questions on this application truthfully. I understand that if I have not answered the questions truthfully, 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. The original or a copy of this application will be retained by Habitat for Humanity even if the application is not approved.

I also understand that Habitat for Humanity screens all applicant families 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 _____	_____

Applicant's name	Co-applicant's name
_____	_____

11. INFORMATION FOR GOVERNMENT MONITORING PURPOSES

PLEASE READ THIS STATEMENT BEFORE COMPLETING THE BOX BELOW: The following information is requested by the federal government for loans related to the purchase of homes, in order to monitor the lender's compliance with equal credit opportunity and fair housing laws. You are not required to furnish this information but are encouraged to do so. The law provides that a lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it or not. However, if you choose not to furnish it, under federal regulations this lender is required to note ethnicity, race, and sex on the basis of visual observation or surname. If you do not wish to furnish the information below, please check the box below.

Applicant	Co-applicant
<p>Race: Check one or more</p> <p><input type="checkbox"/> American Indian or Alaska Native- Print name of enrolled or principal tribe: _____</p> <p><input type="checkbox"/> Asian</p> <p style="padding-left: 20px;"><input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino</p> <p style="padding-left: 20px;"><input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese</p> <p style="padding-left: 20px;"><input type="checkbox"/> Other- Print Race: _____</p> <p style="padding-left: 20px;">For example: Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.</p> <p><input type="checkbox"/> Black/African-American</p> <p><input type="checkbox"/> Native Hawaiian or other Pacific Islander</p> <p style="padding-left: 20px;"><input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Samoan</p> <p style="padding-left: 20px;"><input type="checkbox"/> Other- Print Race: _____</p> <p style="padding-left: 40px;">For example: Fijan, Tongan, and so on.</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> I do not wish to provide this information</p> <p>Ethnicity: Check one or more</p> <p><input type="checkbox"/> Hispanic or Latino</p> <p style="padding-left: 20px;"><input type="checkbox"/> Mexican <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Cuban</p> <p style="padding-left: 20px;"><input type="checkbox"/> Other- Print origin: _____</p> <p style="padding-left: 40px;">For example: Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.</p> <p><input type="checkbox"/> Non-Hispanic or Latino</p> <p><input type="checkbox"/> I do not wish to provide this information</p> <p>Sex:</p> <p><input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> I do not wish to provide this information</p> <p>Birthdate: ____/____/____</p> <p>Marital status:</p> <p><input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried</p> <p style="padding-left: 40px;">(Incl. single, divorced, widowed)</p>	<p>Race: Check one or more</p> <p><input type="checkbox"/> American Indian or Alaska Native- Print name of enrolled or principal tribe: _____</p> <p><input type="checkbox"/> Asian</p> <p style="padding-left: 20px;"><input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino</p> <p style="padding-left: 20px;"><input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese</p> <p style="padding-left: 20px;"><input type="checkbox"/> Other- Print Race: _____</p> <p style="padding-left: 20px;">For example: Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.</p> <p><input type="checkbox"/> Black/African-American</p> <p><input type="checkbox"/> Native Hawaiian or other Pacific Islander</p> <p style="padding-left: 20px;"><input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Samoan</p> <p style="padding-left: 20px;"><input type="checkbox"/> Other- Print Race: _____</p> <p style="padding-left: 40px;">For example: Fijan, Tongan, and so on.</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> I do not wish to provide this information</p> <p>Ethnicity: Check one or more</p> <p><input type="checkbox"/> Hispanic or Latino</p> <p style="padding-left: 20px;"><input type="checkbox"/> Mexican <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Cuban</p> <p style="padding-left: 20px;"><input type="checkbox"/> Other- Print origin: _____</p> <p style="padding-left: 40px;">For example: Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.</p> <p><input type="checkbox"/> Non-Hispanic or Latino</p> <p><input type="checkbox"/> I do not wish to provide this information</p> <p>Sex:</p> <p><input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> I do not wish to provide this information</p> <p>Birthdate: ____/____/____</p> <p>Marital status:</p> <p><input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried</p> <p style="padding-left: 40px;">(Incl. single, divorced, widowed)</p>

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ABILITY TO PAY

Applicants to the Habitat for Humanity of Carroll County Homeownership Program will be subject to an assessment of their credit risk. During the assessment, applicants will be required to provide information that allows a lender to get a complete financial picture of an applicant's ability to repay the loan. An applicant's ability to pay is measured through the loan eligibility guidelines established by USDA Rural Development including:

INCOME STABILITY

At a minimum, the USDA requires that applicants have stable income that is verifiable and likely to continue. Your income will be verified via two years of income tax returns and recent paystubs to look for consistent employment.

CREDIT HISTORY

To determine creditworthiness, credit reports will be requested and reviewed for items such as:

- **Credit score**
USDA guidelines typically require a credit score of at least 640 to prove creditworthiness. The credit score, also called the FICO score, represents the statistical summary of data contained within the credit report. It includes bill payment history and the number of outstanding debts in comparison to the borrower's income.
- **Repayment patterns**
USDA guidelines include:
 - No late payments on installment or revolving accounts within the last 12 months.
 - No outstanding collection accounts for 6+ months unless applicant is in a payment arrangement with six consecutive monthly payments demonstrated.
 - Bankruptcies must have been discharged for 3+ years or applicant has completed a 12 month reconstructive payment plan.
 - Foreclosures must have been discharged for 3+ years.
 - Judgments must have been satisfied for 12+ months.
 - No outstanding liens.
- **Credit utilization**
Credit utilization is a measurement of outstanding revolving debt (e.g. credit card) balances to revolving debt limits. It measures the amount of available credit that is being used.
- **Length of credit history**
The lack of credit history on the report may be mitigated if an applicant can document a willingness to pay recurring debts through other acceptable means such as third party verifications or canceled checks.

Note: Check your credit history thoroughly. AnnualCreditReport.com allows you to see your credit reports from Experian, Equifax & TransUnion for free. Many people have issues on their credit report of which they are unaware (e.g. identity theft is a common problem in the United States). If you find errors in your credit report, you can dispute them.

I G85 SELF ASSESSMENT QUIZ

The USDA offers a self-assessment quiz to help determine your eligibility to qualify for a loan. Visit <https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=assessmentType>

How to answer the questions:

- 1) Select Build a Single-Family Home, then ACCEPT
- 2) Select Maryland, then Carroll County
- 3) Answer the questions about your family, then on the right, answer as follows-
Estimated Property Taxes- \$3,000
Estimated Annual Insurance- \$1300
Estimated Annual Homeowners Association Dues- \$0
Other Funding Sources-NO
- 4) Use your pay stub, W2 or 1099 to answer the wage questions. Use your pre-tax income.
- 5) Enter your debts examples: car loans, student loans, credit cards (not monthly bills)
- 6) Honestly answer the Credit History questions
- 7) The final page summarizes your answers.
- 8) Please print the final page with your Estimated Maximum Loan Amount and include it with your application.

If the Estimated Maximum Loan Amount is \$260,000.00 or greater, you may be eligible for this housing opportunity. If you are not eligible, please turn in your application anyway. We want to help you prepare for the next homeowner opportunity.

RESOURCES

To obtain copies of your credit reports:

www.AnnualCreditReport.com

To further research USDA loan guidelines:

www.rd.usda.gov/programs-services/single-family-housing-direct-home-loans

For financial education, consulting or coaching:
Human Services Programs of Carroll County, Inc.
410-857-2999

www.hspinc.org

****You are encouraged to attend virtual information sessions related to this application and requirements for Habitat for Humanity Home Ownership that will be scheduled for the month of February. Please contact our office for more information. ****



HOMEOWNER SWEAT EQUITY

A core tenet of Habitat's ministry is sweat equity. Sweat equity provides homeowners an opportunity to invest physically and emotionally in the mission of Habitat through involvement in the actual hands-on construction of their homes as well as other Habitat and community approved activities. Sweat equity sets Habitat apart from other affordable housing providers and is the single most important strategy used to empower future homeowner families.

Sweat equity benefits homeowners by:

- Building a partnership between Habitat homeowners, the affiliate staff, and volunteers;
- Reducing the amount of paid labor needed for a house, which in turn helps reduce cost;
- Instilling a sense of pride of ownership;
- Teaching the basic building and house-maintenance skills necessary for homeownership; and
- Providing a way for homeowners to achieve a greater sense of self-worth and to become more personally invested in their community.

SWEAT EQUITY REQUIREMENTS

The requirement is 250 hours of sweat equity for a single applicant plus 100 hours of sweat equity per additional applicant. An applicant is a person applying for the Habitat Homeownership Program. For clarity, if only one person is listed on the application, then 250 hours are required. If two people are listed (spouse/significant other/etc.), then 350 hours are required.

Sweat equity hours must be completed by loan closing. Habitat recognizes the demands that sweat equity may place on approved applicants, and will work with them to provide ample time and opportunities to complete required hours. **Reasonable accommodations will be made for applicants with disability.** No monetary compensation will be given for completed sweat equity hours. Habitat will provide a tracking sheet for recording and ongoing monitoring of sweat equity hours.

OPPORTUNITIES FOR SWEAT EQUITY HOURS

Construction Hours

Applicant is required to complete at least 100 construction hours. If multiple applicants, each additional applicant must complete 50 construction hours. Examples include:

- Hands-on assistance with the physical components of construction
- Cleaning the construction/build site
- Serving lunch and/or refreshments to build site workers and volunteers
- Hosting volunteer sign-in (e.g. recording of volunteers, and homeowners, and collecting signed waivers)

NOTE: No one under 18 years of age is allowed on a Habitat construction sites.

Non-Construction Hours

- **Classes:**

NOTE: While “under consideration” you may begin your Non-Construction sweat equity hours; however, they will not actually count until you are an approved partner family

- Homeownership Education - 6 hours
- Buying Insurance - 2 hours
- Closing Process/Documents - 2 hours
- Home Maintenance - 2 hours
- Applicant Orientation – 2 hours

- **ReStore Volunteer Opportunities:**

- Shopping Assistant
- Cleaning both the store and the items in the store
- Moving Furniture and Restocking Shelves
- Taking Donations at the drop-off door
- Other duties as needed

- **Fundraising and Public Relations Events**

- Speaking engagements on behalf of the affiliate
- Attending donor events
- Assisting with volunteer recognition efforts
- Volunteering at the Habitat booth of a community fair
- Participating in video/telling their story
- Writing or relaying testimonials

- **Office Assistance**

- **Completing GED Testing Sections** while working on sweat equity = up to 7.5 hours

- **Report Card Grades** of the applicant’s children who will be residing in the Habitat home

- A=2 hours, and B=1 hour
- Only 1-marking period per child allowed

Friends and Family Hours

If you have friends and family members that are willing to help you, they may contribute hours. **Friends and family hours may be substituted for up to 20% of required applicant hours.**

Examples of friends and family hours are as follows:

- Volunteering at a Habitat for Humanity construction site.
- Childcare: If childcare is needed while applicants are performing sweat equity, credit for the number of childcare hours will be credited to the applicants.