



Have you Applied Before? yes / no

1. APPLICANT INFORMATION	
<i>Applicant</i>	<i>Co-Applicant</i>
Applicant's Name _____	Co-Applicant's Name _____
Social Security Number: _____ Home Phone () _____ Cell Phone () _____ Email _____ Age: _____ Marital Status (circle one) Married Separated Unmarried Are you currently employed? yes no	Social Security Number: _____ Home Phone () _____ Cell Phone () _____ Email _____ Age: _____ Marital Status (circle one) Married Separated Unmarried Are you currently employed? yes no
Dependents/others who will live with you	Present Address (street, city, state, ZIP code)
Name _____ age _____ gender _____	_____
_____ M F	_____
_____ M F	_____
_____ M F	_____
_____ M F	_____
_____ M F	Number of years at this address: _____
_____ M F	Do you own this residence? yes no
_____ M F	Are you making mortgage payments? yes no
_____ M F	What is your monthly mortgage payment? \$ _____ per month
_____ M F	Unpaid balance: \$ _____
2. WILLINGNESS TO PARTNER	
To be considered for Habitat for Humanity programs, you and your household must be willing to work a certain number of hours. Your help in working on your home and the homes of others is called "sweat equity" and may include cleaning, maintenance, painting, helping with repairs working in the Habitat office, budgeting and training classes and other approved activities.	
I AM WILLING TO COMPLETE THE REQUIRED SWEAT EQUITY HOURS	
Applicant's Signature _____	
Co-Applicant's Signature _____	
FOR OFFICE USE ONLY - Do Not Write in This Space	
Date Received:	Date of Home Visit
More Information Requested	Date Letter Sent:
Date Application Completed	Date Letter Sent:
Applicant Status	Date of Home Visit
First Review by:	Second Review by:

3. REQUESTED REPAIRS

Briefly describe all of the weatherization work that you would like to have done to your home. Attach a separate piece of paper if necessary. Remember that the items that you list will be considered for repair, but the final decision on what work can be done will be made by the staff of HFHGP. Our volunteers are not professionals and may not be able to make all repairs.

4. DOCUMENTATION OF NEED

IMPORTANT - Why have you decided to reach out to Habitat for Humanity to have these repairs completed? Attach a separate sheet of paper if necessary.

5. CURRENT EMPLOYMENT INFORMATION

Applicant's Employment Information

Name of Company _____
 Address _____
 Date Started _____
 Supervisor's Name _____ Phone Number () _____
 Base Pay: \$ _____ per (circle one) hour week every two weeks twice a month monthly
 How often do you get paid? weekly every two weeks twice a month monthly
 Please specify any additional income you earn above your base pay _____

 Do you work full-time? (40 hours/week) yes no If no, how many hours? _____
 Do you work year-round? yes no If no, please explain: _____

Please list all other jobs in the past 12 months

Name of Company _____
 Address _____ Phone () _____
 Job Title _____ Dates Worked: from ___ / ___ / ___ to ___ / ___ / ___
 Reason for Leaving: _____
 Salary while employed: _____

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 Address _____ Phone () _____
 Job Title _____ Dates Worked: from ___ / ___ / ___ to ___ / ___ / ___
 Reason for Leaving: _____
 Salary while employed: _____

Name of Company _____
 Address _____ Phone () _____
 Job Title _____ Dates Worked: from ___ / ___ / ___ to ___ / ___ / ___
 Reason for Leaving: _____
 Salary while employed: _____

Income other than employment

Type of Income	Amount received per month
AFDC/TANF	\$ _____ per month
Food Stamps	\$ _____ per month
Child Support	\$ _____ per month
Disability (SSDI)	\$ _____ per month
SSI	\$ _____ per month
Social Security/Retirement/Pension	\$ _____ per month
Other(specify)	\$ _____ per month

If there is no Co-Applicant, please check here: _____

Co-Applicant's Employment Information

Name of Company _____
 Address _____
 Date Started _____
 Supervisor's Name _____ Phone Number () _____
 Base Pay: \$ _____ per (circle one) hour week every two weeks twice a month monthly
 How often do you get paid? weekly every two weeks twice a month monthly
 Please specify any additional income you earn above your base pay _____

 Do you work full-time? (40 hours/week) yes no If no, how many hours? _____
 Do you work year-round? yes no If no, please explain: _____

Please list all other jobs in the past 12 months

Name of Company _____
 Address _____ Phone () _____
 Job Title _____ Dates Worked: from ___ / ___ / ___ to ___ / ___ / ___
 Reason for Leaving: _____
 Salary while employed: _____

Name of Company _____
 Address _____ Phone () _____
 Job Title _____ Dates Worked: from ___ / ___ / ___ to ___ / ___ / ___
 Reason for Leaving: _____
 Salary while employed: _____

Name of Company _____
 Address _____ Phone () _____
 Job Title _____ Dates Worked: from ___ / ___ / ___ to ___ / ___ / ___
 Reason for Leaving: _____
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Other(specify)	\$ _____ per month

6. ADDITIONAL INCOME

Income from Dependents

Name	Age	Relationship	Employed?	Receiving other income?	Monthly amt

7. ASSETS AND LIABILITIES

Bank Account Information

Name of Bank/Credit Union	Owner of account	Account Number	Type of Account	Balance
Checking:			Checking	\$
Savings:			Savings	\$
Other:				\$
Other:				\$
Other:				\$

Assets and Property

Circle all that apply: Real Estate 40K/IRA Stocks/Bonds Pension Other: _____

Please describe each asset, and its value as of mm/dd/yyyy. (Example: 401K - PNC Bank - worth \$870 as of 06/29/2011)

Vehicles: Please list all vehicles in use, whether you own them or not

Make/Brand	Year	Who is the owner?	Are you making payments?*	*If you are making payments, please list them on the debt chart below.

Debt

Please list ALL your debt, including loans, car payments, hospital/medical bills, credit cards, child support, student loans and any business or store accounts (Macy's, JC Penny, Best Buy). List any existing debt, regardless of whether you are making current payments.

Company Name	Type of Debt	Monthly Payment	Balance Owed	Months left to pay
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	

8. PERSONAL DECLARATIONS

	Applicant		Co-Applicant	
1. Do you have debt because of a court decision against you?	Yes	No	Yes	No
2. Have you declared bankruptcy in the last 7 years?	Yes	No	Yes	No
3. Are you in a lawsuit?	Yes	No	Yes	No
4. Have you ever had a loan foreclosed?	Yes	No	Yes	No
5. In the past 12 months, have you had any loans or credit cards over 60 days past due?	Yes	No	Yes	No
6. Have you ever had a car, furniture or home repossessed?	Yes	No	Yes	No
7. Have you ever been convicted of a felony?	Yes	No	Yes	No
8. Are you a co-signer on a loan for anyone other than the Co-Applicant?	Yes	No	Yes	No
9. Do you have to pay alimony, child support or spousal support?	Yes	No	Yes	No
10. Are you a United States Citizen or permanent resident?	Yes	No	Yes	No

Answering "yes" to these questions does not automatically disqualify you. If you answered "yes" to any question 1 through 12 however, please use the below space to explain. Attach a separate piece of paper if necessary.

AUTHORIZATION AND RELEASE

I understand that by filing this application, I am authorizing Habitat for Humanity to evaluate my actual need for home repairs, my ability to repay my share of the cost of repairs and my willingness to be a partner family. I understand that the evaluation will include personal visits, a credit check and employer verification. I have answered all the questions on this application truthfully. I understand that if I have not answered all the questions truthfully, my application may be denied and that even if I have already been selected as a partner family, I may be disqualified from the program. The original copy of this application will be retained by Habitat for Humanity, even if the application is not approved.

Applicant Signature _____ Date _____

Co-Applicant Signature _____ Date _____



Habitat
for Humanity®
of Greater Pittsburgh

Application Checklist

Name: _____

The following is a list of information which must be received to complete your 'Weatherization' application with Habitat for Humanity of Greater Pittsburgh. We can not process an application unless we receive ALL of the information listed below. Incomplete applications will be returned. If you need assistance in completing your application, please contact our office and we'll be happy to answer any questions.

Application Attachments:

Check box when attached.

- Attach proof of ALL INCOME: Wages, AFDC/FANF, Food Stamps, Social Security, SSI, Disability, Alimony, Child Support or any other income.
We will need three current, consecutive pay stubs and proof of all other income.
- Attach copies of previous two years tax returns. We need Form 1040 or Form 1040EZ. Copies of W-2 Wage Statements are not sufficient. The Form 1040 enables us to verify total income and number of dependents.
- Attach proof of income for any additional household members of the age of 18 who receive income. Attach three current and consecutive pay stubs and proof of any other income.
- Attach copies of at least two months of bank statements for each account open in your name.
- Attach a copy of your Homeowner's insurance certificate.

DO NOT include your original documents – copies WILL NOT be returned.

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Building Homes with HEART since 1986

HOW DO I TURN IN MY APPLICATION?

1. Make sure that you have all the required documents. **WE CANNOT PROCESS INCOMPLETE APPLICATIONS.** Call Habitat if you have any questions. We will not accept your application by mail.
2. Please do not give us originals of your personal documents. We may not be able to return them to you.
3. Call for an appointment to turn in your documents and complete your application
4. Application intake will be held at the offices of Habitat for Humanity of Greater Pittsburgh
5. If your application appears to fall within our guidelines, members of our construction team will come out to your property to assess what work needs to be done.
6. If your application is approved, you will meet with Habitat for Humanity of Greater Pittsburgh to finalize what work will be done.

To turn in your application and documents, please call:

**Daniel Webb: 412-351-0512 x10 (office)
314-709-0627 (cell)**