



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.

P.O. Box 912, Stillwater, Oklahoma 74076 • (405) 377-0403 • www.stillwaterhabitat.org

APPLICATION INFORMATION

1.) WHAT IS STILLWATER HABITAT FOR HUMANITY?

SHfH is an organization that provides new or rebuilt houses in the Stillwater community for qualified people. A Habitat house is basic, practical, and built with money and labor donated by people who are concerned for the living conditions of their neighbors in need. A Habitat house is sold at what it cost us to build it and no interest is charged. The cost is paid back by the owners who make monthly payments over a 20-year period.

2.) HOW DO I KNOW IF I QUALIFY FOR A HABITAT HOUSE?

There are 3 basic criteria used to select families for a Habitat home:

Need for Adequate Shelter

We choose families that are currently living in inadequate or substandard housing. Factors used in making this determination include the physical condition of your current housing, overcrowding, children of different sexes sharing one bedroom, paying an excessive amount of your income for housing, or living in an unsafe environment.

Ability to Pay

We focus our efforts on low-income families who cannot obtain conventional financing but have sufficient income to afford the monthly payments and other costs associated with homeownership. The typical mortgage payment has been approximately \$350 to \$400 per month. The total family income must be within certain guidelines based on the median income for Payne County. These amounts are adjusted each year. For the current the amounts are as follows:

Number in Family	Minimum Income	Maximum Income
1	\$11,100	\$22,200
2	\$12,700	\$25,400
3	\$14,250	\$28,500
4	\$15,850	\$31,700
5	\$17,100	\$34,200
6	\$18,400	\$36,800
7	\$19,650	\$39,300
8	\$20,900	\$41,800

APPLICATION INFORMATION (CONTINUED)

Ability to pay is also based on a review of your current financial condition. We need to establish that you are financially sound, have a satisfactory credit report, have a plan for satisfying any outstanding debts, and have a stable income, or employment history. Your credit report does not have to be perfect, but because we count on the repayments to fund the new houses we build- but it does matter. Finally, we need establish that you will be capable of paying a cash down payment of about \$550 to cover the first year's insurance on your new home.

Willingness to Partner

The final criterion that we consider in the family selection process is your willingness to partner with Habitat. You are not our client, customer, or patient. You are our partner and we are in this together. We want you to succeed.

The factors we consider in assessing your willingness to partner include the completion of our "sweat equity" requirements and your willingness to attend homebuyer education classes, credit counseling sessions, or other designated classes if we think they are necessary for your success.

Sweat equity refers to your willingness to contribute a minimum number of hours volunteering with Habitat. Generally, this requires a married couple to work a total of 300 hours or a single person to work for 200 hours. A minimum of 100 hours must be devoted to actual construction of a Habitat house. Not all the construction hours require heavy labor. There are many activities at the job site that can be very beneficial to our builders. Non-construction related hours can take the form of working at our ReStore, at Elite Repeat, or attending classes that we have recommended.

4.) HOW DO I APPLY FOR A HABITAT HOUSE?

If you believe that you meet all three of our selection criteria, please complete the application and mail it to us at the address indicated at the top of the first page. ***If you need assistance completing the application, please contact the office at 377-0403 for an appointment.***

APPLICATION INFORMATION (CONTINUED)

5.) WHAT HAPPENS NEXT?

Within a couple of weeks you will be contacted by a representative of the Family Selection Committee. Assuming that that you meet the three basic criteria, you will be asked to schedule a visit with the local office of Consumer Credit Counseling Services. These people will get you a copy of your credit report, review it with you, and provide you with very valuable recommendations regarding the management and improvement of your credit history. They will also work with you to develop a reasonable budget of your monthly receipts and expenditures. Finally, they will forward all this information to us so we can determine your financial ability to pay the estimated monthly mortgage payment as well as all other costs of homeownership. There is no cost to you for this service- Habitat will pay for it.

6. HOW LONG WILL IT BE BEFORE I KNOW IF I HAVE BEEN SELECTED?

The total selection process can be completed in as little as three or four months or can last for over a year. After receiving the information from Consumer Credit Counseling, the Family Selection Committee must meet to review the status of all the current applicants. The most qualified applicants are then scheduled for a home visit. The committee then has to meet again to review the information obtained in the home visit and determine which applicants should be scheduled for an interview with the entire committee. Finally, the committee must make a recommendation to our Board of Directors who make the final decision.

All of this is done by a group of 5 or 6 volunteers. You will be kept informed of your status by a member of the committee. Please understand that this is an extensive process and no single step in that process guarantees that you will be selected.



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Homeowner Application

1) Applicant Information

Applicant Name: _____ Date of birth: _____

Co-Applicant Name: _____ Date of birth: _____

A co-applicant is another person whose income, debts, and assets will be evaluated to determine your eligibility for a Habitat home. The co-applicant will be listed along with you as an owner of the home. Both individuals will also be responsible for completing the sweat equity requirements and making the mortgage payments.

Email address: _____ Phone Number: _____

Current Address: _____

Rent or Own: _____ How long at this address: _____

Complete the following only if you have been at your current address for less than 2 yrs:

Former Address: _____

Rent or Own: _____ How long at this address: _____

Others in your household:

	Name	Age	Sex	Relationship
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

HOMEOWNER APPLICATION (CONTINUED)

3) *Financial Information*

A) ***For each employed member*** of the household, please provide their name, the name of their employer, the employer's phone number, and how long they have worked there.

Name	Employer	Phone	How long?	Monthly Amount
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1. _____

2. _____

3. _____

4. _____

B) ***For all members*** of the household, please provide their name, the source, and the ***monthly*** amount of any other type of income. Examples of sources may include Social security, Food Stamps, Worker's Compensation, Child Support, Alimony, SSI, TANF, etc.

Name	Source	Monthly Amount
------	--------	----------------

1. _____

2. _____

3. _____

4. _____

5. _____

C) Please indicate the ***source*** and ***approximate amount*** of any debts that you or the co-applicant have. Sources of debt could include student loans, credit cards, medical, utilities, auto loans, bank loans, etc.

Source	Amount
--------	--------

1. _____

2. _____

3. _____

4. _____

5. _____

HOMEOWNER APPLICATION (CONTINUED)

4) *References*

Please provide the names and phone numbers of two people, other than relatives, whom we can contact for references:

Name _____ Phone Number _____

1. _____

2. _____

5) *Sweat Equity*

Sweat equity refers to your willingness to contribute a minimum number of hours volunteering with Habitat. Generally, this requires a married couple to work a total of 300 hours or a single person to work for 200 hours. A minimum of 100 hours must be devoted to actual construction of a Habitat house. Not all the construction hours require heavy labor. There are many activities at the job site that can be very beneficial to our builders like clearing a lot or painting. Non-construction related hours can take the form of working at our ReStore, at Elite Repeat, or attending classes that we have recommended. Accommodations will be made for handicapped individuals.

Please provide your initials in the space below to indicate that you understand the requirements and are willing to complete the required sweat equity hours.

Applicant _____ Co-Applicant _____

