



**Bringing people together to build  
homes, communities and hope.**

Dear Interested Applicant,

We are excited that you have chosen to take the first step on the Road to Homeownership with Wichita Habitat for Humanity (WHFH)! WHFH is a non-profit, Christian housing ministry with a mission to eliminate poverty housing by offering households the opportunity to purchase their own home. We work along side people who are committed to improving their living situations through homeownership, and we look forward to developing a partnership with YOU!

WHFH uses three distinct areas of selection when reviewing potential Homebuyer applications:

1. **Need for Adequate Housing:** Current living conditions are inadequate or the applicant is unable to obtain adequate housing through conventional means.
2. **Ability to Pay:** Applicant's income is between 35-80% of the median income in Sedgwick County (check WHFH current income guidelines) and, through review of credit report and proof of steady income, applicant is able to demonstrate an ability to pay the monthly mortgage payment, and financial obligations.
3. **Willingness to Partner:** Applicant understands that the average length of time from selection to homeownership is 8-18 months and during that time they will be responsible for completing 250-400 hours of sweat equity, including attending homebuyer education classes and doing construction, saving a minimum of \$2,000 to pay part of the closing costs (including property taxes and homeowner's insurance), and maintaining open communication with WHFH.

If you are interested in purchasing a Habitat home and believe that you meet the three criteria, you are invited to complete the following application. Please complete this application truthfully, completely and accurately. All information you include on this application will be maintained in accordance with our privacy policy. Along with providing complete and accurate information on the application, **you will need to provide supporting documents (see following page)**. Provide WHFH with **copies** of all requested information. When you return the application and supporting documents you will also need to include **\$35.00** which is used to pay for the cost of running your credit report.

This application is the first step in a possible partnership with WHFH and any evidence of false information is grounds for denial of the application. All of the information gathered by WHFH is considered confidential and will only be used in the Homebuyer Selection process.

**If you did not obtain this application at an information meeting, please contact us to attend a scheduled information meeting to learn more about the homeownership program.**

To submit your application, call or email to schedule and attend an appointment with Homeowner Services. During the appointment, we'll review your complete application to identify any additional needed items. We will **only accept complete applications with copies of all required documents**. No copies will be made at the office. No drop-ins without an appointment. No applications will be accepted by mail or email.

If you have any questions regarding the application and required documentation, or if you need this information in an alternate form, please feel free to contact the Homeowner Services Department at 316-269-0755, or email [katharine@wichitahabitat.org](mailto:katharine@wichitahabitat.org)

Best of luck on your path to homeownership!

130 E Murdock, Suite 102 • Wichita, Kansas 67214  
(316) 269-0755 • Fax (316) 264-1108 • [www.wichitahabitat.org](http://www.wichitahabitat.org)





Applicant's Name
Co-Applicant's Name

## Application Checklist

The following forms and documents should be provided to Wichita Habitat for Humanity with your completed application. Check off these items as you collect them. **Your application is not complete until you have submitted all of the supporting documents.**

Forms provided in this application to fill in and/or sign	
	<b>Application.</b> Please complete application truthfully, completely and accurately. Make sure you have signed and dated where required.
	<b>ECOA (Equal Credit Opportunity Act) Notices.</b> Signed by applicant and co-applicant.
	<b>E-Sign Disclosure and Agreement.</b> Signed by applicant and co-applicant.
	<b>Landlord Statement:</b> Fill in and sign <b><u>ONLY</u></b> the section entitled Part I—Authorization for Release of Information. Return form with your application and WHFH will contact your landlord.
	<b>Verification of Employment</b> for each household member over 18 who is employed. Fill in <b><u>ONLY</u></b> Part I—Authorization for Release of Information. Return form with your application and WHFH will contact your employer.
	<b>Information for Government Monitoring Purposes.</b> Completed by applicant and co-applicant.
Supporting Documents	
	<b>Copy</b> of birth certificate or permanent residency card for applicant and co-applicant.
	<b>Copy</b> of social security card <b><u>AND</u></b> driver's license <b><u>OR</u></b> ID for applicant and co-applicant.
	<b>Copy</b> of social security card <b><u>OR</u></b> driver's license <b><u>OR</u></b> ID for all household members.
	<b>Copies</b> of the last two (2) Federal Income Tax Returns (front 2 pages only) <b><u>AND</u></b> W-2 forms for applicant and co-applicant.
	<b>Copies</b> of most recent paystubs: <b>10 paystubs if paid weekly, 5 paystubs if paid biweekly, and 2 paystubs if paid monthly</b> , from applicant and co-applicant and every household member over 18 who is employed.
	<b>Copies</b> of the last two (2) months bank statements on any and all accounts. All pages from each statement required.
	<b>Copies</b> of the last two (2) months utility bills (last 2 months electricity bills, last 2 months gas bills, last 2 months water bills etc. only the ones that you pay)
	<b>Credit Report Fee-\$35.00</b> <u>This is a non-refundable fee</u> that covers the cost of running your credit report. Must be exact change, check, or money order.
	<b>A personal letter</b> , 1-2 pages, typed or handwritten (if neat), describing your family and how a Habitat for Humanity home will benefit your family.
Other supporting documents if applicable to you	
	<b>Current copies of any and all</b> other statements of income. Social Security, SSI, Disability, Child Support, etc.
	<b>Copy</b> of divorce decree (front 2 pages only) if you are divorced. <b>NOTE:</b> If separated, your spouse still has the right to your property, therefore we require that your spouse is a co-applicant or that you settle your divorce before applying.
	If you filed bankruptcy, a <b>copy</b> of the discharge papers (front 2 pages only)





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## **EQUAL CREDIT OPPORTUNITY ACT (ECOA) NOTICE Applicant Copy**

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal Agency that monitors compliance with this law concerning this company is the Federal Trade Commission, with offices at: FTC Regional Office for the Midwest region, Federal Trade Commission, 55 West Monroe Street, Suite 1825, Chicago, IL 60603 or Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.

You need not disclose income from alimony, child support or separate maintenance payment if you choose not to do so. However, because we operate a Special Purpose Credit Program, we may request and require, in order to determine an applicant's eligibility for the program and the affordable mortgage amount, information regarding the applicant's marital status; alimony, child support, and separate maintenance income; and the spouse's financial resources.

Accordingly, if you receive income from these sources and do not provide this information with your application, your application will be considered incomplete and we will be unable to invite you to participate in the Habitat program.

Applicant (s):

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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Applicant(s):

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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### **E-SIGN ACT DISCLOSURE AND AGREEMENT**

Wichita Habitat for Humanity is pleased to offer you the opportunity to receive information about your account electronically. If you would like to receive correspondence and notices from us electronically, instead of paper copies through the mail, please review this notice and provide your consent.

1. **Scope of Communications to Be Provided in Electronic Form.** When you use a product or service to which this disclosure applies, you agree that we may provide you with any communications in electronic format, and that we may discontinue sending paper communications to you, unless and until you withdraw your consent as described below. Your consent to receive electronic communications and transactions includes, but is not limited to:
  - All legal and regulatory disclosures and communications associated with the product or service available through Wichita Habitat for Humanity.
  - Notices or disclosures about a change in the terms of your account or associated payment feature and responses to claims. Privacy policies and notices.
2. **Method of Providing Communications to You in Electronic Form.** All communications that we provide to you in electronic form will be provided either (1) via e-mail, (2) by access to a web site that we will designate in an e-mail notice we send to you at the time the information is available, or (3) to the extent permissible by law, by access to a web site that we will generally designate in advance for such purpose.
3. **How to Withdraw Consent.** You may withdraw your consent to receive communications in electronic form by contacting us at 130 E Murdock, Suite 102, Wichita, KS 67214 or [reception@wichitahabitat.org](mailto:reception@wichitahabitat.org). At our option, we may treat your provision of an invalid email address, or the subsequent malfunction of a previously valid email address, as a withdrawal of your consent to receive electronic communications. We will not impose any fee to process the withdrawal of your consent to receive electronic communications. Any withdrawal of your consent to receive electronic communications will be effective only after we have a reasonable period of time to process your withdrawal.
4. **How to Update Your Records.** It is your responsibility to provide us with true, accurate and complete e-mail address, contact, and other information related to this E-Sign Act disclosure and your account, and to maintain and update promptly any changes in this information. You can update information (such as your e-mail address) by contacting us at 130 E Murdock, Suite 102, Wichita, KS 67214 or [reception@wichitahabitat.org](mailto:reception@wichitahabitat.org).
5. **Hardware and Software Requirements.** In order to access, view, and retain electronic communications that we make available to you, you must have:
  - An Internet browser that supports 128 bit encryption;
  - Sufficient electronic storage capacity on your computer's hard drive or other data storage unit;
  - An e-mail account with an Internet service provider and e-mail software in order to participate in our electronic communications programs;
  - Access to a personal computer (for PC's: Pentium 120 MHz or higher; for Macintosh, Power Mac 9500, Power PC 604 processor 120-MHz Base or higher), operating system and telecommunications connections to the Internet capable of receiving, accessing, displaying, and either printing or storing communications received from us in electronic form via a plain text-formatted e-mail or by access to our web site using one of the browsers specified above;
  - Adobe Reader version 8.0 or higher.
6. **Requesting Paper Copies.** We will not send you a paper copy of any communication, unless you request it or we otherwise deem it appropriate to do so. You can obtain a paper copy of an electronic communication by printing it yourself or by requesting that we mail you a paper copy, provided that such request is made within a reasonable time after we first provided the electronic communication to you. To request a paper copy, contact us at 130 E Murdock, Suite 102, Wichita, KS 67214 or [reception@wichitahabitat.org](mailto:reception@wichitahabitat.org). We may charge you a reasonable service charge for the delivery of paper copies of any communication provided to you electronically pursuant to this authorization. We reserve the right, but assume no obligation, to provide a paper (instead of electronic) copy of any communication that you have authorized us to provide electronically.
7. **Communications in Writing.** All communications in either electronic or paper format from us to you will be considered "in writing." You should print or download for your records a copy of this disclosure and any other communication that is important to you.

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- 8. **Federal Law.** You acknowledge and agree that your consent to electronic communications is being provided in connection with a transaction affecting interstate commerce that is subject to the federal Electronic Signatures in Global and National Commerce Act, and that you and we both intend that the Act apply to the fullest extent possible to validate our ability to conduct business with you by electronic means.
- 9. **Termination/Changes.** We reserve the right, in our sole discretion, to discontinue the provision of your electronic communications, or to terminate or change the terms and conditions on which we provide electronic communications. We will provide you with notice of any such termination or change as required by law.
- 10. **Consent.** By signing below you agree that you have read, understand, and agree to the E-Sign Act. You hereby give your affirmative consent for Wichita Habitat for Humanity to provide electronic communications to you as described herein. You further agree that your computer satisfies the hardware and software requirements specified above and that you have provided us with a current e-mail address at which we may send electronic communications to you.

Acknowledged and Agreed to by:

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant

\_\_\_\_\_  
Date



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# Application for Partnership



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.

## Applicant Information

Last Name	First Name	MI	Social Security Number (or Tax ID if no SSN)	Date of Birth	Married <input type="checkbox"/>	Separated <input type="checkbox"/>	Unmarried <input type="checkbox"/>
Email Address			Home Phone	Cell Phone			
Present Address		City/State	ZIP	Rent <input type="checkbox"/>	Own <input type="checkbox"/>		
Mailing Address (if different)		How long have you lived at present address?		_____			
Previous Address (if less than two years at current address)		City/State	ZIP	Rent <input type="checkbox"/>	Own <input type="checkbox"/>		
		How long did you live at previous address?		_____			

## Co-Applicant (Spouse or Partner) Information

Last Name	First Name	MI	Social Security Number (or Tax ID if no SSN)	Date of Birth	Married <input type="checkbox"/>	Separated <input type="checkbox"/>	Unmarried <input type="checkbox"/>
Email Address			Home Phone	Cell Phone			
Present Address		City/State	ZIP	Rent <input type="checkbox"/>	Own <input type="checkbox"/>		
Mailing Address (if different)		How long have you lived at present address?		_____			
Previous Address (if less than two years at current address)		City/State	ZIP	Rent <input type="checkbox"/>	Own <input type="checkbox"/>		
		How long did you live at previous address?		_____			

## Others Who Will Reside in Habitat Home

Name	Date of Birth	Age	Gender	Relationship to Applicant

*List everyone (other than the applicant and co-applicant) who will live in your home. You may include children you are expecting. Income limits and number of bedrooms depend on the size and makeup of your family. Additional dependents, please record information on a separate sheet of paper and attach to application.*

## Need for Adequate Housing

### Current housing conditions

A. Do you currently live in the home of family or friends? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you answered "Yes" to any question A. through C., please explain
B. Is your current housing substandard or inadequate <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
C. Are there any special needs in your family, due to a limiting physical or mental condition? <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	_____
_____	_____

Number of bedrooms: _____	Other rooms in the home you have access to:
Number of bathrooms: _____	<input type="checkbox"/> Kitchen <input type="checkbox"/> Dining Room
Do you have access to laundry facilities? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Family Room <input type="checkbox"/> Other (explain): _____

### Housing cost including utilities

If you rent your residence, what is your monthly rent payment? \$ _____/month	Do you currently receive housing or rental assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No										
How much do you pay in utilities per month?	If your answer is "Yes" please explain										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Water</td> <td style="width: 20%;">Gas</td> <td style="width: 20%;">Electric</td> <td style="width: 20%;">Trash</td> <td style="width: 20%;">Other</td> </tr> <tr> <td style="border: 1px solid black;">\$</td> <td style="border: 1px solid black;">\$</td> <td style="border: 1px solid black;">\$</td> <td style="border: 1px solid black;">\$</td> <td style="border: 1px solid black;">\$</td> </tr> </table>	Water	Gas	Electric	Trash	Other	\$	\$	\$	\$	\$	_____
Water	Gas	Electric	Trash	Other							
\$	\$	\$	\$	\$							
_____	_____										

Have you ever owed a home? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you own land? <input type="checkbox"/> Yes <input type="checkbox"/> No
If your answer is "Yes", when? _____	If your answer is "Yes", describe, including location
If you own your current residence, what is your monthly mortgage payment? \$ _____/month	_____
What is your unpaid balance? \$ _____	_____

*If you wish your property to be considered for building your Habitat home, please attach the deed, any existing appraisal and information about any liens. **Note:** A separate approval process will apply with respect to any such requests, as each parcel of land is unique and may not be suitable for building on through the Habitat program.*

#### ATTACH:

- **Landlord Statement:** Fill in and sign ONLY the section entitled "Permission to Release Information".
- **Copies** of the last two (2) months of utility bills for electricity, gas, water, garbage—only the ones that you pay.

### Willingness to Partner

To be considered for a Habitat home, you and your family must be willing to be a long-term partner with Wichita Habitat for Humanity (WHFH). Being a long-term partner means: completing all requirements as a homebuyer prior to and during the construction of your home; being a good homeowner and neighbor once you move into your home; and continuing to support the Habitat for Humanity mission long after your home is completed.

If you are accepted as a Homebuyer in the WHFH program, you and your family must complete 250-400 hours of "Sweat Equity". Homebuyers earn "Sweat Equity" by participating in the construction of other homebuyers' homes as well as construction of their own home. They also earn "Sweat Equity" for attending Homebuyer Education classes, working in the Habitat ReStore or program office, or helping with special events or other approved activities.

Please sign below to indicate that you and your family are willing to partner with WHFH from the time you attend the New Homebuyer Orientation, pre- and post- construction of your own home and for as long as you own your Habitat home. By signing below you are also indicating that you are **willing to complete all partnership responsibilities including completing Sweat Equity hours, attending homebuyer education classes and living in the home and area where we are building.**

Applicant Signature	Date	Co-Applicant Signature	Date
---------------------	------	------------------------	------

### Ability to Pay

Applicant Employment Information	Co-Applicant Employment Information
Name and Address of Current Employer	Name and Address of Current Employer
Employer Business Phone Number	Employer Business Phone Number
Job Title Description	Job Title Description
Date of Hire	Date of Hire
Salary or Hourly wage	Salary or Hourly wage
Hours per week	Hours per week
Average monthly income (gross income: before taxes)	Average monthly income (gross income: before taxes)

### Monthly Household Income

Do you or you and/or your co-applicant have additional sources of income such as a second job, TANF, Social Security, Disability, Child Support, SSI, Alimony, Food Stamps and/or other?  Yes  No

Monthly Income Source	Applicant Income	Co-Applicant Income	Others in Household Income*
Base Employment Income <sup>1</sup>			
Second Job Income			
TANF			
Social Security/Disability			
SSI			
Child Support			
Alimony			
Food Stamps			
Other			
<b>TOTAL MONTHLY INCOME</b>	\$	\$	\$

### Household Members Whose Household Income is Listed Above

Name	Income Source	Monthly Income	Date of Birth

*\*Income of household members over 18 years old*

*<sup>1</sup>Self-employed applicant (s) will be required to provide additional documents such as tax returns and financial statements.*

**Combined Monthly Expenses and Debt**

<i>Monthly Expense</i>	Creditor	Monthly Payment	Current Balance	Past Due?
Auto Loan				
Student Loans				
Installment loans (e.g. personal loans, travel loan)				
Credit Card Payments				
Alimony/Child Support				
Insurance (rental, car, health etc.)				
Child Care				
Internet Service				
Cell phone				
Other (specify)				
Other (specify)				
<b>TOTAL MONTHLY EXPENSES</b>		\$		

**Assets**

Name and Address of Bank, Savings & Loan, Credit Union or Retirement Account	Account Number	Current Balance/Value/Vested amount if applicable

**Other assets including automobiles, CDs, stocks, savings bonds, recreational vehicles, etc.**

Source	Value

**ATTACH:**

- **Verification of Employment** for each employed household member over 18 (attached)
- **Current copies** of all other statements of income that you receive (Social Security, SSI, Child Support, Etc.)
- **Copies** of last two (2) Federal Income Tax Returns (front 2 pages only) and W-2 forms
- **Copies** of last two (2) monthly bank statements

**Source of Closing Costs**

If you are approved for a Habitat home, you will be required to provide approximately \$2000 to cover part of the closing costs, homeowner's insurance and property taxes. (You must provide proof that you have half of this money (\$1000) by the land offer and the other half when the closing is scheduled.)

Where will you get the money to pay for closing costs ? (for example, savings or gifts from family member or others; any grants for which you have or intend to apply)? If you borrow the money, whom will you borrow it from, and how will you pay it back?

\_\_\_\_\_

Do you have any concern about saving at least \$2000 for closing costs?  Yes  No  
 Explain: \_\_\_\_\_







Applicant Name

Co-Applicant Name

Date

Information for Government Monitoring Purposes

PLEASE READ THIS STATEMENT BEFORE COMPLETING THE BOX BELOW: The purpose of collecting this information is to help ensure that all applicants are being treated fairly, that the housing needs of communities and neighborhoods are being fulfilled, and to otherwise evaluate our programs and report to our funders. For residential mortgage lending, Federal law requires that we ask applicants for their demographic information (ethnicity, sex and race) in order to monitor our compliance with equal credit opportunity, fair housing and home mortgage disclosure laws. You are not required to provide this information but are encouraged to do so. You may select one or more designations for "Ethnicity" and one or more designations for "Race." The law provides that we may not discriminate on the basis of this information or on whether you choose to provide it. However, if you choose not to provide the information and you have made this application in person, federal regulations require us to note your ethnicity, sex and race on the basis of visual observation or surname. The law also provides that we may not discriminate on the basis of age or marital status information you provide in this application. If you do not wish to provide some or all of this information, please check below.

Applicant

Co-Applicant

I do not wish to provide this information

I do not wish to provide this information

Ethnicity (check one or more)

- Not Hispanic or Latino
Hispanic or Latino
Mexican Puerto Rican Cuban
Other Hispanic or Latino:
Origin:
For example: Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.
I do not wish to provide this information

Ethnicity (check one or more)

- Not Hispanic or Latino
Hispanic or Latino
Mexican Puerto Rican Cuban
Other Hispanic or Latino:
Origin:
For example: Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.
I do not wish to provide this information

Sex
Female Male I do not wish to provide this information

Race (check one or more)

- American Indian or Alaska Native :
Name of enrolled or principal tribe
Asian
Asian Indian Japanese Chinese
Filipino Vietnamese Korean
Other Asian race:
For example Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.
Black or African American
Native Hawaiian or Other Pacific Islander:
Guamanian or Chamorro Samoan
Other Pacific Islander race:
For example: Fijian, Tongan, and so on.
White
I do not wish to provide this information

Race (check one or more)

- American Indian or Alaska Native :
Name of enrolled or principal tribe
Asian
Asian Indian Japanese Chinese
Filipino Vietnamese Korean
Other Asian race:
For example Hmong, Laotian, Thai, Pakistani, Cambodian, and so on.
Black or African American
Native Hawaiian or Other Pacific Islander:
Guamanian or Chamorro Samoan
Other Pacific Islander race:
For example: Fijian, Tongan, and so on.
White
I do not wish to provide this information

To be completed only by the person conducting the interview

Was the ethnicity of the Borrower collected on the basis of visual observation or surname? Yes No
Was the sex of the Borrower collected on the basis of visual observation or surname? Yes No
Was the race of the Borrower collected on the basis of visual observation or surname? Yes No

This application was taken:
Face-to-face interview (included virtually)
Online
Mail

Interviewer's name (print or type)

Interviewer's signature

Date





**Request for Landlord Statement**

130 E Murdock, Suite 102 Wichita, Kansas 67214  
 Phone (316) 269-0755 • Fax (316) 264-1108 • [www.wichitahabitat.org](http://www.wichitahabitat.org)

**Dear Landlord:**

The person named in this request has applied for housing through the Habitat for Humanity homeownership program and has given us written permission to contact you for a landlord reference. Although our process of home building can take 8-18 months, the application and selection process needs to be completed quickly. We would appreciate your help in answering the following questions. All information will be kept confidential in conjunction with the Gramm-Leach-Bliley Act. Your prompt return of the requested information will be appreciated. Please complete Part II (Reference Information) and Part III (Authorized Signature) and return directly to Wichita Habitat for Humanity Attn: Mortgage Loan Originator by fax 316-264-1108 or mail 130 E Murdock, Suite 102, Wichita, KS 67214. Thank you for your assistance.

Wichita Habitat for Humanity

**PART I — AUTHORIZATION FOR RELEASE OF INFORMATION**

TO (Name, address and fax number of landlord )	REQUESTED BY: Wichita Habitat for Humanity 130 E Murdock, Suite 102, Wichita, KS 67214 Phone: 316-269-0755 Fax 316-264.1108  DATE OF REQUEST: _____
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*By signing below, I authorize the release of the following information to Wichita Habitat for Humanity for use in determining eligibility for the Habitat homeownership program. I release the landlord from any liability in connection with providing this requested information.*

NAME AND ADDRESS OF APPLICANT	SIGNATURE OF APPLICANT
-------------------------------	------------------------

**PART II — REFERENCE INFORMATION**

AMOUNT OF MONTHLY RENT	\$ _____	ARE SERVICES INCLUDED IN RENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
LENGTH OF RESIDENCY (please provide dates)	FROM _____ TO _____	IF 'YES' PLEASE CHECK ALL SERVICES INCLUDED
NUMBER OF TIMES RENT WAS LATE MORE THAN 30 DAYS IN THE LAST 24 MONTHS		<input type="checkbox"/> WATER <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRICITY <input type="checkbox"/> TRASH <input type="checkbox"/> OTHER: _____

**PART III — AUTHORIZED SIGNATURE**

AUTHORIZED SIGNATURE OF LANDLORD	PHONE NUMBER (    )	DATE
LANDLORD NAME (please print)	IF FILLED OUT BY AN EMPLOYEE, JOB TITLE	

The confidentiality of the information you have furnished will be preserved except where disclosure of this information is required by applicable law. The completed form is to be transmitted directly to Wichita Habitat for Humanity and is not to be transmitted through the applicant or any other party.





130 E Murdock, Suite 102 Wichita, Kansas 67214  
 Phone (316) 269-0755 • Fax (316) 264-1108 • www.wichitahabitat.org

# Request for Verification of Employment

Privacy Act Notice: This information is to be used by Wichita Habitat for Humanity (WHFH) or its assignees in determining if the applicant qualifies for its program. It will not be disclosed outside WHFH except as required and permitted by law. You do not have to provide this information, but if you do not your application for approval as a prospective mortgagor may be delayed or rejected.

**INSTRUCTIONS TO EMPLOYER:** Please complete Part II (Verification of Employment). Sign PART III (Authorized Signature) and return directly to Wichita Habitat for Humanity Attn. Mortgage Loan Originator by fax 316-264-1108 or mail 130 E Murdock, Suite 102, Wichita, KS 67214.

## PART I — AUTHORIZATION FOR RELEASE OF INFORMATION

TO EMPLOYER (Name, address and phone/fax number of employer)	REQUESTED BY: Wichita Habitat for Humanity 130 E Murdock, Suite 102, Wichita, KS 67214 Phone: 316-269-0755 Fax 316-264.1108 DATE OF REQUEST: _____
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By signing below, I authorize the release of the following information to Wichita Habitat for Humanity for use in determining eligibility for the Habitat homeownership program. I release the employer from any liability in connection with providing this requested information.

NAME AND ADDRESS OF APPLICANT	SIGNATURE OF APPLICANT
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## PART II — VERIFICATION OF PRESENT EMPLOYMENT

### EMPLOYMENT DATA

PRESENT POSITION		GROSS EARNINGS			FUTURE RAISES
EMPLOYMENT START DATE	CURRENT BASE PAY \$	TYPE	YEAR TO DATE	PREVIOUS YEAR	DATE
FREQUENCY OF PAYMENT <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other _____	NUMBER OF HOURS WORKED WEEKLY (if paid hourly)  CURRENTLY _____ PAST YEAR _____	BASE PAY			AMOUNT \$
		OVERTIME			
DOES THIS PERSON REGULARLY RECEIVE OVERTIME OR BONUS?  OVERTIME <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, AVERAGE NUMBER OF OVERTIME HOURS PER WEEK _____ <input type="checkbox"/> YES <input type="checkbox"/> NO		TOTAL			<input type="checkbox"/> an hour <input type="checkbox"/> a week <input type="checkbox"/> a month <input type="checkbox"/> a year
BONUS <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, BONUS TYPE, PAYMENT SCHEDULE AND AVERAGE AMOUNT _____ <input type="checkbox"/> YES <input type="checkbox"/> NO		PAID THROUGH DATE	PAID from (DATE) _____ through (DATE) _____	PAID from (DATE) _____ through (DATE) _____	

IF EMPLOYEE WAS OFF FOR ANY LENGTH OF TIME PLEASE INDICATE DATES: From \_\_\_\_\_ to \_\_\_\_\_  
 Reason: \_\_\_\_\_

## PART III — AUTHORIZED SIGNATURE

Authorized Signature- Federal statutes provide severe penalties for any fraud, intentional misrepresentation, or criminal connivance or conspiracy purposed to influence the issuance of any guaranty.

AUTHORIZED SIGNATURE OF EMPLOYER	PHONE NUMBER ( )	DATE
EMPLOYER NAME (please print)	JOB TITLE	

The confidentiality of the information you have furnished will be preserved except where disclosure of this information is required by applicable law. The completed form is to be transmitted directly to Wichita Habitat for Humanity and is not to be transmitted through the applicant or any other party.

## Instructions for filling out Verification of Employment form

### To the employee:

**PART I — REQUEST AND AUTHORIZATION FOR RELEASE OF INFORMATION**, fill in the following boxes:

- **TO EMPLOYER (Name, address and fax number of employer):** Write the name of your employer, the address and the phone number or a fax number of your place of employment.
- **NAME AND ADDRESS OF APPLICANT** Write your name and your address.
- **SIGNATURE OF APPLICANT** Sign the form, to authorize your employer to provide Wichita Habitat for Humanity the information needed to process your application .

**Turn this form in to Wichita Habitat for Humanity (WHFH) with your application. WHFH will send it to your employer. Do not fill in Part II yourself.**

### To the employer:

**PART II — VERIFICATION OF PRESENT EMPLOYMENT**, fill in the EMPLOYMENT DATA information:

- **PRESENT POSITION:** Fill out the employee's current position or title.
- **EMPLOYMENT START DATE:** Fill out the employee's hire date.
- **CURRENT BASE PAY:** Write the employee's base pay rate. For instance, if the employee is paid \$10.00 hourly, write \$10.00 and check the box next to an hour.
- **FREQUENCY OF PAY:** Indicate the frequency in which the employee gets paid.
- **NUMBER OF HOURS WORKED WEEKLY:** If employee is paid hourly, please indicate the average hours worked each week during current and past year.
- **DOES THIS PERSON REGULARLY RECEIVE OVERTIME OR BONUSES?:** Check yes or no as it applies to the employee. If overtime is applicable, please indicate if its continuation is likely and the average number of overtime hours per week. If bonus is applicable, please indicate if its continuation is likely, the type of bonus and the average amount of the bonus.
- **GROSS EARNINGS: This section is very important!**  
Fill in the employee's totals for each line for the current year-to-date and be sure to include the "PAID THROUGH DATE".  
If the employee was employed by your company the previous year, please fill in the totals for each line for previous year also. If not, leave blank.
- **FUTURE RAISES:** If regular raises are given, please indicate the date and amount. If not, leave blank.
- **IF EMPLOYEE WAS OFF FOR ANY LENGTH OF TIME:** If the employee was off for a long period (e.g. medical leave, maternity leave, etc.), please indicate those dates and the reason.

### **PART III — AUTHORIZED SIGNATURE**

- Please make sure to sign and print your name, fill in your title, indicate your phone number (in case of questions), and date the form.

**Please return completed form to Wichita Habitat for Humanity, Fax: 316-264-1108 or by mail to 130 E Murdock, Suite 102, Wichita, KS 67214**

**WE APPRECIATE YOUR HELP!**