

Chaffee Housing Trust Home Ownership Program

Thank you for your interest in home ownership! To better understand our program, please take some time to carefully read the **CHT Description & Homebuyer Scenario**. It should give you a good understanding of the organization and an example of the accounting on a typical transaction over time.

To begin the process, we need to collect some information from you regarding your eligibility. Please fill out the attached **Chaffee Housing Trust Homebuyer Application** form, and scan/email it to claudia@chaffeehousing.org.

Next, we need to know what your eligibility is for getting a mortgage loan. To do this, we need you to go online and pull your credit history. Please go to www.annualcreditreport.com and click the red button "Request your free credit report." Once you get through all the questions (to confirm your identity), please download all the credit agency reports and save to your computer as a .pdf file. They can be long, so printing is not advised. You can email those files, or share them with us in person. We need to determine if there are any issues on your credit history that would be barriers to getting a mortgage approved. If there are issues, we can discuss how to resolve them.

To verify your income, we would need your most recent pay stubs covering 60 days period showing year-to-date earnings. If you are self-employed, we would need the last 2 years profit & loss statements through the most recent calendar quarter. In addition, two most recent Federal Tax Returns and matching W-2 or 1099s for all adult household members.

To verify your assets, we would need your most recent statements covering **6 months of bank accounts** along with statements from **all other assets including investments** (IRA, 401K, retirement, stocks, mutual funds, CDs, etc.)

Once we have reviewed your credit history, and addressed any concerns (this can take some time), you can then **apply for a mortgage loan**. We provide access to and support for application to two lenders:

- USDA Rural Development 502 Direct Loan Program: typically has a lower interest rate, longer term (33 or 38 years), no down payment required (we ask that you have at least \$2,500 up to \$3,500 at the time of closing or home purchase). This program has provisions for monthly payment assistance if needed.
- High Country Bank Chaffee Housing Trust Loan Program: conventional financing with current market interest rates, 30-year term, similar down payment as described above.

Please review the **CHT Homebuyer Prep Checklist** for a comprehensive list of the documentation you *may* be required. Ask yourself where these documents may be, or how to get them. Having quick access to the documentation required will speed up the process. Additionally, you will need to fill out the **CHT Release of Information** form so that we can speak with lenders about your application (this gives them permission to speak with us about your application).

Once you have an approved mortgage loan, you will be put on our waiting list based on the date of the approval letter. People at the top of the wait list have first choice of available homes. If that home does not fit your needs, you can stay on the list in that ranked position until something comes available.

This program requires that you attend a **HUD-approved Homebuyer Education course** prior to being able to purchase a home through Chaffee Housing Trust. Course information for HUD-certified Homebuyer Training classes is available by clicking this link. Homebuyer-Education-Course

Please understand that this is an involved process requiring lots of paperwork and time. Patience is needed to pursue your dream of home ownership. We're here to help you realize your dreams.

Chaffee Housing Trust shall not discriminate against any person or organization based on race, color, religion, sex, handicap, familial status or national origin. As an equal opportunity housing provider, Chaffee Housing Trust provides housing opportunities regardless of race, color, national origin, religion, sex, physical or mental disability, familial status or any other classification protected by applicable federal, state or local law.





Chaffee Housing Trust Homebuyer Application

Submit to: PO Box 305, Salida, CO 81201 or claudia@chaffeehousing.org

Please fill out this application as completely as possible. If a question does not apply to you, write N/A in the space provided. If you need more space to answer questions, please use additional paper. If you have any questions, please contact Claudia Palzkill (719) 239-1579 or email claudia@chaffeehousing.org

Name(s)		DOB						
	(Zip			
Phone:	Email							
1. How long have you li	ived, and/or worked in Cha	ffee or La	ike County?		_/			
	d) Composition and Income old members including ch							
Household Member		DOD		Gross Anı	nual Income			
				\$				
				\$				
				<u>\$ </u>				
				<u>\$</u>				
				Ψ				
3. Current Employment	Information. Please list em	nploymen	t from all ho	usehold n	nembers			
	Employer Name (if appli			Pay Sc	hedule (monthly, th, biweekly, weekly)			
	_							
If yes, please explain	you owned a home in the la ————————————————————————————————————							
	or disability expenses beyon, how much? \$		n insurance a	nd regular	co-pays?			
Debt #1: balance o Debt #2: balance o Debt #3: balance o Debt #4: balance o If you are applying v	t? Yes \Box No \Box If yes, plowed = \$ Cunwed = \$ Cunwed = \$ Cunwed = \$ Cunwed = \$ Cunwith a co-applicant, we will ment plan in place? Yes \Box	rrent mini rrent mini rrent mini rrent mini need info	mum month mum month mum month mum month	ly paymen ly paymen ly paymen ly paymen	t = \$			
Total Student Loan bal Is your loan in deferral	Loans? Yes□ No□ If ye ance owed = \$ M? Yes□ No□ Was it forgiven an Income-based Repayment	Iin. monthl en? Yes□	ly payment = $\frac{1}{2}$ No \square Are yo					
Do you receive SNAI	P benefits? Yes□ No□ I	f ves how	v much? \$	/1	nonth			

10. Do you receive Social Se	curity / Disability payments	? Yes \Box No \Box If yes, how	much? \$/month			
11. Have you been divorced	? Yes□ No□ If yes, wha	at is the date of the decree	?/			
12. Do you receive or pay al	imony payments? Yes 🗆	No□ If yes, how much? \$	/month			
13. Do you receive or pay C	hild Support payments? Y	es□ No□ If yes, how much	ch? \$/month			
14. Do you own or have an Yes□ No□ If yes, ple	interest in any real estate, sease describe					
15. Have you attended a HU	D Approved Homebuyer	Education Class? Yes□	No□			
16. Have you currently been If yes, who is the lender	pre-qualified by a Mortga?	_				
17. Do you or could you have Yes□ No□ How much	ve the funds available for a n can you put towards dow	¥ •	or more?			
18. Are you working with a If yes, who?	Realtor? Yes□ No□ Company	Phone				
19. Have you attended a CH	T workshop? Yes□ No□	If yes, Name of Worksh	op:			
20. Current Living Situation Rent \$/mont	: Rent \(\Boxed{\pi} \) Own \(\Boxed{\pi} \) Live \(\text{tilities } \)	with Parents/Friends /month	Other:			
21. How did you hear about CHT Flyer/Sign ☐ Frien	CHT? Check one: Websit nds or Family ☐ Commun					
OPTIONAL: Federal funding Housing performance. This						
Applicant 1 Ethnicity: Hispanic □ or No.	ot Hispanic 🗆	Applicant 2 Ethnicity: Hispanic □ o	r Not Hispanic 🗆			
Race: American Indian/Ala Asian □ Black or African A Native Hawaiian/Pacific Isla Multiple Race □ Prefer not	american □ ander □ White □	Race: American Indian Asian □ Black or Africa Native Hawaiian/Pacific Multiple Race □ Prefer	an American \square Stander \square White \square			
Gender:	Veteran: Yes□ No □	Gender:	Veteran: Yes□ No □			
Education: No Grad □ HS Diploma □ Assoc □ Bachelors □ Masters □ PHD □ Education: No Grad □ HS Diploma □ Assoc □ Bachelors □ Masters □ PHD □						
Please provide any additiona co-applicant information tha		-	r application, including			
The information I (we) have provi from any source named in this app employment, and/or housing situat	lication. I (we) understand that i	more detailed information about	my (our) finances,			
Applicant 1 signature		D	ate			
Applicant 2 signature		Da	ate EQUAL HOUSING OPPORTUNITY			



BUDGET

1. Source of Income:							
Gross Inc	ome:	Net Monthly Ir	ncome:				
2. Source of Income:							
Gross Inc	ome:	Net Monthly Ir	ncome:				
3. Source of Income:	·	·					
Gross Inc	come:	Net Monthly Ir	ncome:				
4. Source of Income:	'	'	'				
Gross Inc	come:	Net Monthly Ir	ncome:				
Household Monthly Expens Rent/Mortgage:	es:						
		El 4 * *4		XX7 4			
Gas:		Electricity:		Water:			
<u>Trash:</u>		<u>Cable:</u>		<u>Internet:</u>			
Phone:							
Medical Rx:		Drs Appts:		Child Care:			
Credit Card #1 Payment:		Balance Credit Card #1:					
Credit Card #2 Payment:		Balance Credit Card #2:					
Car Loan Payment:		Balance Car Loans:					
Student Loans Payment		Balance Student Loans:					
Groceries:		Eating Out:					
Groceries.		Eating Out.					
Auto Insurance:		Auto Maintenance:		Gas:			
0.1 5	(D = T 1	N. 1. 11 The second	(III) D				
Other Expenses:	(ex: Pets, Travel,	Memberships, Transportation	(Uber), Doi	nations, Entertai	nment)		
a.							
b. c.							
Net Monthly Income: Monthly Debts = Residual Income							
Applicant Name: Applicant Name:							







Authorization for Release of Information Autorización para Entrega/Obtención de Información

SS#	
Loan/Account # - <i>Numero de Préstamo/Cuenta</i>	
I/We hereby authorize the Chaffee Housing Trust (CHT) and it reports and any other information pertinent to my possible partelease this information and any supporting documents to Colorand the Department of Housing and Urban Development (HU	ticipation in the CHT's programs. I consent to rado Housing Assistance Corporation (CHAC)
Agencies that I authorize the CHT to obtain information from institutions/mortgage companies, creditors, and home inspectors information regarding finance terms, down payment, creditors.	ors. Requests may involve, but are not limited
By signing this release, I am granting unlimited communicationger considering, applying to, or participating in the CHT rescinded in writing. A copy of this authorization may be acce	's programs. This authorization is valid until
Por este medio, autorizo a Chaffee Housing Trust (CHT) y a s de los registros, informes y cualquier otra información p programas de CHT. Doy mi consentimiento para compartir respaldo al Colorado Housing Assistance Corporation (CHAC Urbano (HUD, siglas en ingles).	ertinente a mi posible participación en los esta información y cualquier documento de
Las agencias a las que autorizo al CHT para obtener inforn crédito/compañías hipotecarias, acreedores e inspectores de v otras: información sobre términos financieros, anticipo, in inspecciones de viviendas.	viviendas. Las solicitudes pueden incluir, entre
Al firmar este comunicado, estoy otorgando una comunicació no esté considerando, solicitando o participando en los pro hasta que se rescinda por escrito. Se puede aceptar una copia	gramas de CHT. Esta autorización es válida
Applicant/Participant – Solicitante/Participante	Date/Fecha
Applicant/Participant – Solicitante/Participante	Date/Fecha



Privacy Policy

Chaffee Housing Trust (CHT) is committed to assuring the privacy of individuals and/or families who have contacted us for assistance. We realize that the concerns you bring to us are highly personal in nature. We assure you that all information shared both orally and in writing will be managed within legal and ethical considerations. Your "nonpublic personal information," such as your total debt information, income, living expenses and personal information concerning your financial circumstances, will be provided to creditors, program monitors, and others only with your authorization. We may also use anonymous aggregated case file information for the purpose of evaluating our services, gathering valuable research information and designing future programs.

Types of information that we gather about you

- Information we receive from you orally, on applications or other forms, such as your name, address, social security number, assets, and income;
- Information about your transactions with us, your creditors, or others, such as your account balance, payment history, parties to transactions and credit card usage; and
- Information we receive from a credit reporting agency, such as your credit history.

You may opt-out of certain disclosures

- You have the opportunity to "opt-out" of disclosures of your nonpublic personal information to third parties (such as your creditors), that is, direct us not to make those disclosures.
- You may opt-out of this requirement, but proof of your decision to opt-out must be recorded in your client file.

Release of your information to third parties

- So long as you have not opted-out, we may disclose some or all of the information that we collect, as described above, to your creditors or third parties where we have determined that it would be helpful to you, would aid us in counseling/coaching you, or is a requirement of grant awards which make our services possible.
- We will not dispose of any non-public personal information regarding its clients or former clients to any nonaffiliated third-party agency except as directed by or with express consent of the client or to protect against fraud or respond to judicial process.
- Within the organization, we restrict access to nonpublic personal information about you to those employees who need to know that information to provide services to you. We maintain physical, electronic and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

Printed Name/Signature	Date
Printed Name/Signature	Date
r i inteu Name/Signature	Date







Disclosure Statement

The Chaffee Housing Trust (CHT) is a private nonprofit affordable housing developer. As a Community Land Trust, the CHT provides home ownership opportunities to county residents who are priced out of the market, creating asset/wealth-building and community/workforce stability for low-income residents, families, and employers.

Service Disclosure: In the interest of full disclosure, CHT provides Pre-Purchase/Homebuying Counseling, Homeownership Opportunities within the CHT housing portfolio and other services as listed in our website. These programs and services are offered regardless of race, color, religion, sex, handicap, familial status, political beliefs or national origin. These services may also be offered by other providers, and clients are under no obligation to utilize services from CHT. If a client receives multiple services at CHT, his/her information may be shared between programs only to the extent necessary to coordinate the services for which s/he has applied. As a housing counseling program participant, please affirm your roles and responsibilities along with the following disclosures and initial, sign, and date the form on the following page.

Client and Counselor Roles and Responsibilities:

Counselor's Roles & Responsibilities

- Reviewing your housing goal and your finances
- Preparing a Client Action Plan that lists the steps that you and your counselor will take in order to achieve your housing goal.
- Preparing a household budget.
- Your counselor is not responsible for achieving your housing goal, but will provide guidance and education in support of your goal.
- Neither your counselor nor agency employees, agents, or directors may provide legal advice.

Client's Roles & Responsibilities

- Completing the steps assigned to you in your Client Action Plan.
- Providing accurate information about your income, debts, expenses, credit, and employment.
- Attending meetings, returning calls, providing requested paperwork in a timely manner.
- Notifying your counselor when changing a housing goal.
- Attending educational workshops as recommended.
- Retaining an attorney if seeking legal advice and/or representation in matters.

Termination of Services: Failure to work cooperatively with housing counselor and/or Chaffee Housing Trust will result in the discontinuation of counseling services. INITIALS:

Funding Disclosure: CHT is funded through a variety of sources to support its mission. These funding sources include the Colorado Division of Housing, private foundations, local and state agencies and other public and private sources. Clients are not obligated or expected to receive, purchase or utilize any other services offered by CHT or its exclusive funders or partners in order to participate in any of CHT' programs including housing counseling services. Implementations of any suggestions or information received, participation in programs or utilization of services provided by or referred by CHT or their partners are the clients own responsibility and based on decisions made of his/her own free will and choice.







Consent Form

It is our policy to verify all information contained in this application. In acknowledgement of this policy, please sign your name(s) where indicated.

- 1. I/We acknowledge all the information contained and submitted in support of this application is true and complete to the best of my/our knowledge and belief.
- 2. I/We understand that completion of this application does not guarantee my/our eligibility for the program and/or that I/we will successfully purchase a home through the Chaffee Housing Trust (CHT). I/we understand that the opportunity to purchase a home through the CHT is contingent upon the availability of funds and upon my/our successful completion of all CHT eligibility requirements.
- 3. I/We understand that Chaffee Housing Trust (CHT) provides pre-purchase counseling/coaching services. I/We will receive a written action plan that will consist of steps the housing counselor and I/We will need to take action on, to try to accomplish the goal of purchasing my/our first home.
- 4. I/We understand that a counselor may answer questions and provide information, but not give legal advice.
- 5. I/We acknowledge that I have received a copy of Chaffee Housing Trust's Privacy Policy and Disclosure Statement.
- 6. I/We acknowledge that as a part of receiving counseling services, I am "not obligated to receive, purchase or utilize any other services offered by CHT in order to receive housing counseling services".
- 7. I/We may be referred to other another agency or agencies as appropriate that may be able to assist with particular concerns that have been identified. I understand that I am not obligated to use any of the services offered to me.
- 8. I/We understand that CHT may receive congressional funds or other public funds. When such funds are allocated, CHT may be required to share some of my/our personal information with HUD or other public funders for the purpose of doing a follow-up and/or measuring compliancy.
- 9. I understand that I may opt-out of this requirement, but proof of this opt-out must be recorded in my client file.

I/we acknowledge Disclosures.	that	I/we	received,	reviewed,	and	agree	to	Chaffee	Housing	Trust's	Program
Printed Name/Sign	ature)						Date			
Printed Name/Sign	ature							Date			





Chaffee Housing Trust Homebuyer Prep Checklist

Keep this to track your documents for applying to lenders for a mortgage loan. Not all documents may be required, just be prepared to provide them.

If you have any questions, please contact Claudia Palzkill (719) 239-1579 or email claudia@chaffeehousing.org

INCOM	IE INFORMATION
	Last two year's complete federal tax returns, including all schedules and attachments;
	All W-2s for the past two years;
	Most recent pay stubs covering 60 days period showing year-to-date earnings or Verification of Employment form (CHT provides) filled out by employer, mailed directly to CHT;
	If you are self-employed, please bring the following:
	ble Proprietor – Last 2 years profit & loss statements through the most recent calendar quarter; artnership - Last 2 years partnership (1065) tax returns, profit & loss, balance sheet thru most recent quarter;
	Corp - Last 2 years complete S Corp (1120) tax returns, profit & loss, balance sheet thru the most recent quarter;
	orporation - Last 2 fiscal years corporate tax returns (1120s), profit & loss, balance sheet thru the most recent quarter.
ASSET	/DEBT INFORMATION
	Credit Report – go to <u>www.annualcreditreport.com</u> , 1 free copy per year from each of the three reporting agencies.
	Bank statements for all accounts for the past six months, including all pages provided;
	Current statements for any investments, stocks, bonds, mutual funds, money market funds, CD's,
	retirement/pension account, 401K, or IRA. Also, be sure to include names of financial institutions, mailing addresses, account numbers, account balances.
	Vehicles, including year, make, model, approximate value, and any loan information if applicable.
	Any other debt information, including student loans, child support, alimony, or other obligations.
	If applicable, information on any divorce and/or declaration of bankruptcy.
	Amount of cash you can provide for down payment and closing costs.
	If you own your own business, information on net worth of company.
	DYMENT INFORMATION
	Employment history for the last two years, including: any current signed contracts or work agreements, employer name, contact information, your position, date started/ended, # years in this type of position or industry, hourly wages & hours worked weekly and/or monthly wage & annual gross earnings (before taxes), year-to-date earnings.
RESID	ENCE AND LANDLORD INFORMATION
	Name and address, phone numbers of landlords for the past 12 months
	Location of rental, time period rented, rent amount for the past 12 months
	If you owned a home in the last 3 years, information including dates owned, purchase & sale prices.
	If applicable, any information on foreclosures or evictions.
CITIZE	ENSHIP INFORMATION
	Copy of Social Security Card (front & back)
	Copy of Driver's License or Colorado ID card (front & back)
	Proof of U.S. citizenship, permanent legal status or residency.
ОТНЕЕ	R DOCUMENTS
	Signed Chaffee Housing Trust Release of Information form
	Copy of Homebuyer Education Class Certificate of Completion dated within the last 12 months



U.S. Department of Housing and Urban Development Federal Housing Administration (FHA)



OMB Approval No: 2502-0538 (exp. 06/30/2021)

For Your Protection: Get a Home Inspection

You must make a choice on getting a Home Inspection. It is not done automatically.

You have the right to examine carefully your potential new home with a professional home inspector. But a home inspection is not required by law, and will occur only if you ask for one and make the arrangements. You may schedule the inspection for before or after signing your contract. You may be able to negotiate with the seller to make the contract contingent on the results of the inspection. For this reason, it is usually in your best interest to conduct your home inspection as soon as possible if you want one. In a home inspection, a professional home inspector takes an in-depth, unbiased look at your potential new home to:

Evaluate the physical condition: structure, construction, and mechanical systems; Identify items that need to be repaired and Estimate the remaining useful life of the major systems, equipment, structure, and finishes.

The Appraisal is NOT a Home Inspection and does not replace an inspection.

An appraisal estimates the market value of the home to protect the lender. An appraisal does not examine or evaluate the condition of the home to protect the homebuyer. An appraisal only makes sure that that the home meets FHA and/or your lender's minimum property standards. A home inspection provides much more detail.

FHA and Lenders may not Guarantee the Condition of your Potential New Home

If you find problems with your new home after closing, neither FHA nor your lender may give or lend you money for repairs. Additionally, neither FHA nor your lender may buy the home back from you. Ask a qualified home inspector to inspect your potential new home and give you the information you need to make a wise decision.

Your Home Inspector may test for Radon, Health/Safety, and Energy Efficiency

EPA, HUD and DOE recommend that houses be tested and inspected for radon, health and safety, and energy efficiency, respectively. Specific tests are available to you. You may ask about tests with your home inspector, in addition to the structural and mechanical systems inspection. For more information: Radon -- call 1-800-SOS-Radon; Health and Safety -- see the HUD Healthy Homes Program at www.HUD.gov; Energy Efficiency -- see the DOE EnergyStar Program at www.energystar.gov.

Selecting a Trained Professional Home Inspector

Seek referrals from friends, neighbors, other buyers, realtors, as well as local listings from licensing authorities and local advertisements. In addition, consult the American Society of Home Inspectors (ASHI) on the web at: www.ashi.org or by telephone at: 1-800-743-2744.

possible. The appraisal is not a hon inspection will be done only if I/we	ne inspection. I/we will ma ask for one and schedule i	at if I/we wish to get a home inspection, it is best dake a voluntary choice whether to get a home inspection t. Your lender may not perform a home inspection and safety tests can be included in the home insp	ection. A home and neither FHA nor
(Signed) Homebuyer	Date	(Signed) Homebuyer	Date

Public reporting burden for this collection is estimated at an average of 30 minutes to review the instructions, find the information, and complete this form. This agency cannot conduct or sponsor a collection of information unless a valid OMB number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB numbers can be located on the OMB Internet page at http://www.whitehouse.gov/library/omb/OMBINVC.html - HUD If desired you can call 1-800-827-1000 to get information on where to send comments or suggestions about this form.







We Do Business in Accordance With the Federal Fair Housing Law

(The Fair Housing Amendments Act of 1988)

It is illegal to Discriminate Against Any Person Because of Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin

- In the sale or rental of housing or residential lots
- In advertising the sale or rental of housing
- In the financing of housing

- In the provision of real estate brokerage services
- In the appraisal of housing
- Blockbusting is also illegal

Anyone who feels he or she has been discriminated against may file a complaint of housing discrimination:

1-800-669-9777 (Toll Free) 1-800-927-9275 (TTY) U.S. Department of Housing and Urban Development Assistant Secretary for Fair Housing and Equal Opportunity Washington, D.C. 20410