

# EXTRA PIECES



## 2017 Homeowner Qualification Guide

### Contact Information

For more information please contact the Program Manager, Marie Clasen at 541.549.1193 or [marie@sistershabitat.org](mailto:marie@sistershabitat.org).

### Time Frame

The general time line from the orientation to move-in date is typically 12-24 months; however, this may be extended due to volunteer labor, weather constraints, and other limited resources. Move-in date is typically 30 days after final inspection of the home.

### Things You Can Do Now

#### Contact NeighborImpact

Open an Individual Development Account, a savings program that matches your deposits 3x1 and may be used to purchase a home. This will not only look good on your application but will expose you to other possibilities for homeownership should you not be immediately qualified for our program. **541.548.2380**

**Get your debt under control.** You can do this by contacting the local credit counseling agency. **541.359.6181**

**Make an Appointment with the Habitat Office 541.549.1193** and we will talk with you about the selection criteria and process.

### Equal Opportunity

It is the continuing policy of Sisters Habitat for Humanity to provide equal opportunity to all applicants, without regard to race, color, gender, sexual orientation, national origin, age, religion, disability or any other characteristic protected by law. This policy relates to all program decisions.

Sisters Habitat does not condone any conduct calculated to intimidate, harass, or otherwise discriminate, on the grounds listed above.

### Confidentiality

We are committed to keeping private our families' personal information. We value the trust of those with whom we work, and we recognize that maintaining this trust requires that we are accountable for the way we treat the information you share with us.



We want to help YOU get into an affordable home!

**Think about your future!**

**Learn how to qualify for energy efficient, affordable housing.**



**Seeking to put God's love into action, Sisters Habitat for Humanity brings people together to build homes, communities and hope.**

# Requirements

## Step 1: Application

**Pick-up Application.** Applications are available at the Sisters Habitat office located above the Thrift Store at 141 W. Main St. Contact Program Manager, Marie Clasen at 541.549.1193 or marie@sistershabitat.org to learn more about the process.

The completed application must be returned to the Sisters Habitat office. We may request the following:

- Pay stubs from each applicant from the past 3 months
- Copies of past tax returns for all applicants
- Copies of W-2 forms for all applicants
- Proof of legal residency status for Applicants (birth certificate, naturalization document or green card).

## Step 2: Criteria for Family Selection

**Apply.** Upon initial review of income guidelines and the credit report, the Family Selection Committee, made up of volunteers, reviews and evaluates the applications based on selection criteria:

- Need for housing
- Ability to pay a monthly, no-interest, mortgage payment
- Willingness to partner with Sisters Habitat for Humanity through "sweat equity."
- Applicants must have lived and/or worked in Sisters for at least one year.

## Step 3: Home and Committee Interviews

**Home Interview.** The Family Selection Committee will schedule a home visit with qualified applicants for an interview to further determine the applicants' level of need. After the home visit, the applicant is invited to meet again with the Selection Committee to discuss any unanswered questions. The Selection Committee then makes a recommendation to the Board of Directors for final approval.

Once the Family Selection Committee has notified the applicant of their approval, an orientation will be set and the future homeowner can begin working on their sweat equity hours.

# Qualifications

## Need for Improved Housing

An applicant's need for shelter can be determined by factors such as lack of space, overcrowded housing, unsafe living conditions, unaffordable housing, problems with major utilities or other general structural problems.

## Ability to Pay

Sisters Habitat is committed to serving the hard working families in Sisters. To qualify for our Homeownership Program, applicants must have a steady, verifiable source of income and demonstrate financial responsibility. The applicant's income and financial health is expected to remain stable or improve at the time of home purchase. This demonstrates that the applicant will afford both a home mortgage plus the ability to maintain the home.

Households of 1 - 3 people must have a total gross income of no less than the equivalent of working full time at minimum wage. In Oregon for 2017 - \$9.75/ hr = \$1690/month and/or \$20,280 per year. For households with more than 4 people the minimum is 35% of area median income (AMI).

An applicant's total gross income must be no more than 60% of area median income. See chart below.

Household income includes all income from individuals 18 years or older who contribute to the overall financial status of a household.

Applicants must have good or improving credit history with a debt to income ratio of no more than 43%. Sisters Habitat will run a credit report 3 times prior to home purchase.

These income requirements are subject to periodic and/or annual revision.

Family Size	Min. Gross Household Income	Max. Gross Household Income
1	\$20,280	\$26,820
2	\$20,280	\$30,660
3	\$20,280	\$34,500
4	\$22,330	\$38,280
5	\$24,150	\$41,400
6	\$25,935	\$44,460
7	\$27,720	\$47,520
8	\$29,505	\$50,580

## Willingness to Partner

A willingness to partner with SHFH is determined by a commitment to participate in "sweat equity." All future homeowners are required to complete 500 hours in order to move into their new home. These hours can be completed by working on your own home, working on other SHFH homes, working at the ReStore and Thrift Store, attending required classes and workshops or assisting with other Sisters Habitat projects.

Many people are involved in working with you to provide a home: volunteers, staff, the Sisters community, businesses, other agencies, and more. We all work together to help you in your quest to improve your situation and build a better future for your family.