



• 3659 Soldano Blvd • Columbus, OH 43228 • Phone: 614-275-HOME • Fax: 614-275-3060 • www.hoth-cdc.org •

Are You Ready to Buy a Home?

1) Do you have a stable income with a two year job history?

Did you know? It is not necessary to have the same job for two years, but you should be in the same line of work and able to explain any gaps in your employment history.

YES	NO
-----	----

2) Do you have enough income to support a mortgage payment?

Did you know? Most lenders require applicants to provide two years tax returns, W-2s, and pay stubs and will not allow a mortgage payment that is more than 31% of your total gross monthly income. Self-employed buyers must use their net income after all business related expenses have been deducted to qualify for most mortgages.

YES	NO
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3) Do you have a history of paying your rent and all bills on time?

Did you know? Lenders will check your last 12 months rental payment history. Recent collections, inquiries, or late payments can adversely affect your credit score.

YES	NO
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4) Do you know what your credit score is?

Did you know? Your credit score drives many parts of the home buying process including the type of loan, interest rate, down payment amount, and insurance premium. Some down payment assistance programs have credit score requirements.

YES	NO
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5) Do you have a manageable debt load?

Did you know? Student loans, even those that are currently deferred, should be counted into your monthly debt load and many lenders will ask you to provide proof of what the payments will be once they come due. High revolving debt or car loan payments can affect your debt to income ratio and limit your buying power.

YES	NO
-----	----

6) Do you have checking and savings accounts?

Did you know? Lenders will review the last 2 months of your bank statements, and NSF fees, unexplained deposits, and loan payments not showing on your credit report can jeopardize your loan approval. House repairs are inevitable. Homeowners cannot call their landlord when the roof leaks, so start an emergency savings account today.

YES	NO
-----	----

7) Do you have money saved for down payment, earnest money deposit, upfront costs (application fee, appraisal fee, home inspection), closing costs, required reserves, utility deposits, and moving expenses?

Did you know? There are several down payment and closing cost assistance programs available. Each have income, debt ratio, and credit score guidelines, but they do not cover earnest money, upfront costs, utility deposits, and moving expenses.

YES	NO
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8) Do you know that when it comes to housing, it is illegal to discriminate because of race, color, religion, sex, handicap, familial status, or national origin?

Did you know? Fair housing complaints can be filed with HUD by telephone (1-800-669-9777), mail, or online at <http://www.hud.gov/complaints/housediscrim.cfm>.

YES	NO
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9) Do you know that housing built before 1978 may contain lead-based paint?

Did you know? Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before buying pre-1978 housing, sellers must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling.

YES	NO
-----	----

Signature

Date

Signature

Date

Homes on the Hill
Prepurchase or Postpurchase Counseling Intake Form

Personal Information	Applicant	Co-Applicant
Name		
Address		
City, State, Zip Code		
County		
Residency Status	___ Rent ___ Own ___ Other	___ Rent ___ Own ___ Other
Length of Occupancy	___ Years ___ Months	___ Years ___ Months
Date of Birth		
Social Security No.		
Home Phone		
Work Phone		
Cell Phone		
Email Address		
Preferred Contact Method (home, cell, work)		
How did you hear about Homes on the Hill?		<input type="checkbox"/> Please add me to HOTH's contact list
Are you a First Time Homebuyer? Yes _____ No _____		
Is anyone in your household over the age of 62? Yes _____ No _____		
Demographics	Applicant	Co-Applicant
Race	___ American Indian/Alaskan Native ___ Asian ___ Black or African American ___ Native Hawaiian or Pacific Islander ___ White	___ American Indian/Alaskan Native ___ Asian ___ Black or African American ___ Native Hawaiian or Pacific Islander ___ White
Ethnicity Type	___ Hispanic or Latino ___ Not Hispanic or Latino	___ Hispanic or Latino ___ Not Hispanic or Latino
Household size: _____	Number of Adults _____	Number of Dependents _____
Marital Status		
Gender		

Demographics cont.	Applicant	Co-Applicant
Citizenship	<input type="checkbox"/> Non-Resident Alien <input type="checkbox"/> Permanent Resident Alien <input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> Non-Resident Alien <input type="checkbox"/> Permanent Resident Alien <input type="checkbox"/> U.S. Citizen
Country of Origin		
Preferred Language		
Are you disabled?		
Highest Education Level	<input type="checkbox"/> No High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> High School Diploma <input type="checkbox"/> Vocational Certificate <input type="checkbox"/> Some College <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctoral Degree	<input type="checkbox"/> No High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> High School Diploma <input type="checkbox"/> Vocational Certificate <input type="checkbox"/> Some College <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctoral Degree
Please check all that apply	<input type="checkbox"/> Female Head of Household <input type="checkbox"/> Single Head of Household <input type="checkbox"/> U.S. Veteran <input type="checkbox"/> Owned Home in Last 3 Years	<input type="checkbox"/> Female Head of Household <input type="checkbox"/> Single Head of Household <input type="checkbox"/> U.S. Veteran <input type="checkbox"/> Owned Home in Last 3 Years
Employment	Applicant	Co-Applicant
Employer		
Job Title		
Income Source:	\$_____ gross \$_____ net per week/bi-weekly/month (circle one)	\$_____ gross \$_____ net per week/bi-weekly/month (circle one)
Income Source:	\$_____ gross \$_____ net per week/bi-weekly/month (circle one)	\$_____ gross \$_____ net per week/bi-weekly/month (circle one)
Income Source:	\$_____ gross \$_____ net per week/bi-weekly/month (circle one)	\$_____ gross \$_____ net per week/bi-weekly/month (circle one)
Start Date/End Date	_____ to _____	_____ to _____
Please check all that apply	<input type="checkbox"/> Self-Employed <input type="checkbox"/> Farm Worker	<input type="checkbox"/> Self-Employed <input type="checkbox"/> Farm Worker
Have you contacted any other counseling agencies?		
If so, what agency/agencies and when?		

By signing below I agree that, to the best of my knowledge, the above information is true.

Signature: _____ Date: _____

Signature: _____ Date: _____



Homes on the Hill

Pre-Purchase

Monthly Budget Worksheet

Provide the dollar amount that you spend on each item PER MONTH for all household members.

Housing	
Rent/Mortgage Payment	\$
Home maintenance, supplies	\$
Electric	\$
Heating	\$
Water/Sewer	\$
Trash/recycling/yard waste	\$
Appliances, furniture, rent-to-own	\$
TOTALS	

Auto/Transportation	
Car loan	\$
Car insurance	\$
Car maintenance/repairs	\$
Gasoline	\$
Parking	\$
Bus/taxi fare	\$
TOTALS	

Telephone, Telecom	
Basic phone service	\$
Cell phone	\$
Long distance	\$
Pager	\$
TOTALS	

Liabilities, Loans	
Alimony/ Child Support	\$
Bank fees	\$
Cashier's checks, payday loans	\$
Collections	\$
Credit card payments	\$
Legal fees	\$
Loan payments	\$
TOTALS	

Healthcare	
Dental	\$
Doctor's visits	\$
Medical bills	\$
Health insurance	\$
Pharmacy, prescription drugs	\$
Vision	\$
Life insurance	\$
TOTALS	

Food	
Groceries	\$
Eating out, delivery	\$
Snacks	\$
Alcohol	\$
TOTALS	

Monthly Budget Worksheet continued

Children and Elders	
Day Care	\$
School lunches	\$
School supplies	\$
School activities	\$
Elder care	\$
TOTALS	

Personal Care	
Clothing, shoes	\$
Cosmetics	\$
Dry cleaning, laundry	\$
Haircuts	\$
Nails	\$
Toiletries	\$
TOTALS	

Entertainment	
Magazines, newspapers, books	\$
Cable/satellite television	\$
Internet	\$
Cigarettes, tobacco	\$
Fitness	\$
Hobbies, sports	\$
Holidays, events	\$
Movies, movie rentals, music	\$
Vacations, travel	\$
Lottery, bingo	\$
Memberships	\$
TOTALS	

Continuing Education	
Tuition	\$
Books, supplies	\$
TOTALS	

Donations	
Religious contributions	\$
Charities	\$
Union groups, professional dues	\$
TOTALS	

Pets	
Food	\$
Veterinarian bills	\$
TOTALS	

Savings	
Savings Account	\$ /mo
IRA, retirement	\$ /mo
Investments	\$ /mo
TOTALS	

"Net" Monthly Income _____

Total Monthly Expenses (-) _____

Total Monthly Balance (-/+) _____

Homebuyer **Date**

Homebuyer **Date**

Housing Counselor **Date**

*Only valid with signature from HOTH housing Counselor.



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Homes on the Hill CDC AGENCY DISCLOSURE

Homes on the Hill (HOTH) CDC is a not-for-profit community development organization founded to provide decent, affordable housing to low and moderate-income individuals and families, and strengthen their neighborhoods. As a potential client of this organization, you have the right to know the following:

HOTH is a not-for-profit organization and works to provide **all services free of charge**. We require reimbursement for costs incurred by our organization to acquire a copy of your credit report (pre-purchase counseling only). The credit report reimbursement amount is **\$15.00** for an individual credit report or **\$30.00** for a joint credit report. If you bring in your own copy of a tri-merge credit report no cost will be incurred by our organization. No reimbursement is required for foreclosure, rental, or financial capabilities counseling.

Besides offering housing counseling services, HOTH is also a housing developer and offers new and rehabbed homes for sale and rent. As a HOTH client, you are under **no obligation** to purchase property from HOTH or to rent a property from HOTH. HOTH will work to assist you in the purchase or rental of any property of your own choice.

HOTH also sometimes offers various down payment assistance programs, each with their own restrictions and guidelines, to qualified applicants. As a HOTH client, you are under **no obligation** to participate in our programs. If you wish to pursue any form of down payment assistance, HOTH will work to assist you in determining which program best fits your needs, including but not limited to programs offered by the City of Columbus, Franklin County, CHP/Homeport, OHFA, HOTH, and any others available.

All information submitted to HOTH is considered **confidential** and will be kept confidential unless you consent to the disclosure of such information.

HOTH is approved by the U.S. Department of Housing and Urban Development. HOTH also maintains affiliations, funding sources, partnerships, and working relationships with other public and private community organizations which could create a conflict of interest. These community ties are listed in our brochure and on our website.

As a client, you have the **freedom of choice** in selecting and engaging in any and all business transactions with persons working in the financial, mortgage, real estate, homeowner education, housing counseling or other homeownership industry professionals. You have the right to make voluntary and informed decisions free of coercion, intimidation, or undue pressure.

If at any time you decide to terminate your relationship with HOTH, you have the right to request an **assessment** of your immediate or long term potential for successfully achieving or maintaining homeownership and a **description** of the recommended steps to attain your housing goal in the future.

I acknowledge that I have received a "Referral List" of local assistance organizations and if I am a pre-purchase client a list of local "Downpayment Assistance Programs".

Print

Sign

Date



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CREDIT REPORT AUTHORIZATION AND PRIVACY DISCLOSURE FORM

I hereby authorize and instruct Homes on the Hill CDC (hereinafter "HOTH") **to obtain and review my credit report**. My credit report will be obtained from a credit reporting agency chosen by HOTH. I understand and agree that HOTH intends to use the credit report for the purpose of evaluating my financial readiness to purchase a home.

My signature below also **authorizes the release to credit reporting agencies of financial or other information** that I have supplied to HOTH in connection with such evaluation. Authorization is further granted to the credit reporting agency to **use a copy of this form to obtain any information the credit reporting agency deems necessary** to complete my credit report.

In addition, in connection with determining my ability to obtain a loan, I authorize that **HOTH may share with potential mortgage lenders and/or counseling agencies my credit report and any information that I have provided**, including any computations and assessments that have been produced based upon such information. **Mortgage lenders may share the information I provide to the lender with the counseling agencies**. These lenders may contact me to discuss loans for which I may be eligible, and these counseling agencies may contact me to discuss counseling services.

I understand that I may revoke my consent to these disclosures by notifying HOTH in writing.

Client's Name (Print)

Spouse's Name (Print)

Client's Signature

Spouse's Signature

Social Security Number

Social Security Number

Date

Date

Date of Birth

Spouse's Date of Birth

Address

Address



Mortgage Shopping Worksheet

	Lender 1		Lender 2	
Name of Lender:	SAMPLE	SAMPLE	SAMPLE	SAMPLE
Name of Contact:				
Date of Contact:				
Mortgage Amount:	\$100,000			
	mortgage 1	mortgage 2	mortgage 1	mortgage 2
Basic Information on the Loans				
Type of Mortgage: fixed rate, adjustable rate, conventional, FHA, other? If adjustable, see below	FHA	Conven	Portfolio	
Minimum down payment required	3.5%	20%	\$500 w/DAP	
Loan term (length of loan)	30 year	30 year	30 year	
Contract interest rate	3.25%	3.5%	4.0%	
Annual percentage rate (APR)	4.328%	4.291%	4.972%	
Points (may be called loan discount points)	N/A	N/A	N/A	
Monthly Private Mortgage Insurance (PMI) premiums	1.25%	N/A	N/A	
How long must you keep PMI?	30 year	N/A	N/A	
Estimated monthly escrow for taxes and hazard insurance	\$266	\$266	\$266	
Estimated monthly payment (Principal, Interest, Taxes, Insurance, PMI)	\$736.65	\$575.91	\$677.38	

1) Are you planning to shop around with 3 different lenders for your mortgage loan?

YES NO

2) Do you know the difference between interest rate and annual percentage rate (APR)?

YES NO

3) Are you familiar with types of mortgage loans including FHA and conventional?

YES NO

4) Is it important to you that your lender is familiar with Homes on the Hill and knowledgeable about various types of down payment assistance?

YES NO

5) Did you know that your lender is responsible for submitting your application for down payment assistance, if you qualify?

YES NO

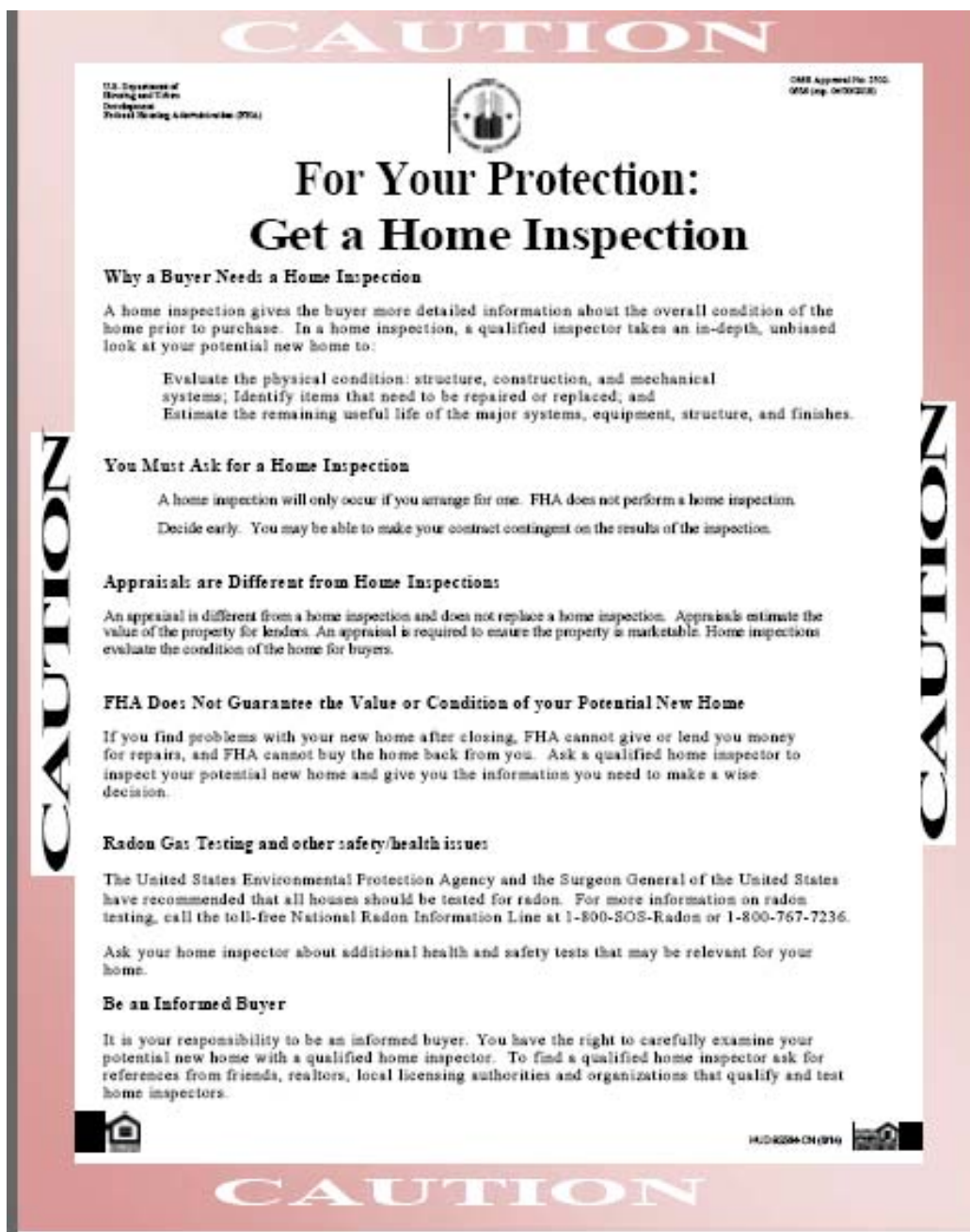
Signature

Date

Signature

Date





1) Are you planning on getting a home inspection when you purchase your home?

YES NO

2) Do you understand the difference between a home inspection and an appraisal?

YES NO

3) Do you have money saved to pay for a home inspection?

YES NO

4) Did you know there is no certification in the State of Ohio for home inspectors?

YES NO

Signature

Date

Signature

Date





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Date: ____/____/201__

Name: _____

ACTION PLAN

- ☐ Confirm budget: Look over household finances and confirm budget. Brainstorm ideas to decrease expenses and increase income.
- ☐ Establish and/or increase general savings. My goal is to save \$_____ in _____ month(s).
- ☐ Establish and/or increase credit scores.
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Client Signature

Counselor Signature

*Please sign. Your coach will complete your personal plan during your appointment.

HOMES ON THE HILL CDC

Who We Are and What We Do

Homes on the Hill CDC, is a non profit housing agency, serving individuals and families in Central Ohio.

All services are available in both English and Spanish; and Homes on the Hill works to provide all services free of charge.

If you are looking to buy a home, Homes on the Hill offers these services:

- Homebuyer education classes for first-time home buyers
- Individual counseling for first-time homebuyers, including credit and budget management
- Remodeled and rehabbed homes for sale

If you own your home, Homes on the Hill offers these services:

- Home maintenance classes for home owners
- Individual counseling for homeowners
- Foreclosure prevention counseling

FAQ's

Q. Why do I have to bring my financial information to my counseling session?

A. During your counseling session, a counselor will work with you to complete a monthly household budget. The counselor then uses this information to help determine how much you can afford to pay for your house payment, as well as to develop a spending and saving plan (Budget). For homeowners who are behind on their mortgages, lenders will ask for this information before they will approve a workout for your loan.

Q. Will you share my financial information with my lender?

A. Homes on the Hill will not share any personal information, including household financial information, with any lender or anyone else **without your consent**.

Q. Do I have to live or buy a house on the West Side to use your services?

A. No. Homes on the Hill services are available to any qualified Central Ohio resident.

Q. Do you have to pull my credit report?

A. Yes, a tri-merge credit report with scores will be pulled for every individual during their initial counseling session; there is a fee of **\$15.00** for an individual credit report or **\$30.00** for a joint report. If you are able to bring in a tri-merge credit report with scores that was pulled within the last 3 months, we will not pull your credit report and you will not have to pay the fee. This fee will also be waived for post-purchase households in crisis.

Q. Will pulling my credit report affect my credit score?

A. No, this will count as a soft inquiry. Soft inquiries are not factored into your credit scores.