

January 2023

fsm@habitatmiddlekeys.org

www.habitatmiddlekeys.org

Thank you for your interest in purchasing a home through the Habitat Homeownership Program.

The current openings for Habitat Homes are six (6) 3bd-2.5ba ½ duplex homes, two (2) 2bd-1.5ba ½ duplex homes, and one (1) 3bd-2ba 4-plex home. The design of all of the homes has the living area and kitchen on the 1st level and bedrooms on the 2nd level. We will be selecting nine applicants to purchase each home and become our next homeowners. The following criteria outline the immediate requirements assessed in the pre-application that must be met for selection to complete the full application:

1. Need for adequate housing: You are unable to purchase a home conventionally in Marathon due to high home prices, your current rent is too high, or your rent is affordable but the home is too small or unsafe. There are MANY reasons for need here in Marathon.
2. Willingness to partner with Habitat: You must be able to complete the required “sweat equity” of 350 hours of working with Habitat on your home or others, helping at our events, attending homeowner education classes, and also helping give a hand up to others in years to come.
3. Ability to pay the mortgage: You are hardworking with your primary employment located in Marathon, FL. The Habitat Homeownership payment for 2023 will be approximately \$1,800/month for the 3bd-2.5ba, approximately \$1,700/month for the 2bd-1.5ba, and approximately \$1,500/month for the 3bd-2ba 4-plex (this cost includes payment of Principal, Property Taxes, and Insurance). We must document that you have the income to pay the mortgage without being cost burdened.
4. Your household income falls within the minimum and maximum requirements noted below: Household income is defined as regular income from everyone that will be living in your Habitat home who is 17 years or older. Income from registered students under the age of 24 will not be included.

The MAXIMUM income guideline for 2022 is 80% of Area Medium Income for Monroe County Florida as listed below and adjusted to household size.

<u>Household Size</u>	<u>Single Head of Household</u>	<u>Married or Domestic Partners</u>
1	\$57,400	NA
2	\$65,600	\$87,467
3	\$73,800	\$98,400
4	\$82,000	\$109,333
5	\$88,600	\$118,133
6	\$95,150	\$126,867

Examples:

If you are a Single Adult with 1 dependent, your household size is 2 and you are under the first column “Single Head of Household” – your household income cannot exceed \$65,600



If you are married or with a domestic partner and have 2 dependents, your household size is 4 and you are under the second column "Married or Domestic Partners" -your household income cannot exceed \$109,333
MINIMUM Household Income is \$50,000

5. Proof of Residency: The Applicant and/or Co-Applicant must have lived in Monroe County, FL for the past 12 months or longer, must make 70% of household income from working in Marathon (from 7 Mile Bridge to Duck Key), and all income used for household total income must be from a person who is a U.S. Citizen or Legal Permanent Resident.

THE PRE-APPLICATION

Please fill out EVERY item on the pre-application. If any item or question does not relate to your situation, please notate "N/A" for not applicable. If you do not know the answer, please notate "UNK" for unknown. Please take your time and review each question and **please write legibly** so that there is no delay in processing the pre-application. Completing the pre-application is required for an opportunity to proceed to the full application. Only those selected from the submitted pre-applications will be able to move forward in this application process.

IMPORTANT DATES

Pre-applications are accepted:

Start: January 3, 2023

End: January 31, 2023 at 4p

NO PRE-APPLICATIONS WILL BE ACCEPTED AFTER 4p ON TUESDAY JANUARY 31

REVIEW AND NOTIFICATION

Review of pre-applications will be completed in the first week of February and applicants will be notified on or before February 6, 2023 regarding their status as to the full application invitation.

The selected applicants will complete and submit the full application packets and provide all required supporting documents by the end of February. Further instructions will be provided to those selected. To help you prepare, attached is a list of required documents that are necessary for the full application. **These documents will NOT be accepted with the pre-application. The list is only being provided to help you be prepared if you are selected for the full application.**

Thank you very much for your patience as we process your pre-application. If you have any questions, please call, email, or stop in.

Meghan Richardson
Family Services Manager Habitat for Humanity of the Middle Keys

We are pledged to the letter of 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, national origin, age, marital status, sexual orientation, or sources of income.





Congratulations on taking the next step toward affordable homeownership for your family!

Copies of the following **must be** submitted for both the Applicant and the co-applicant (if there is one) with the **FULL APPLICATION packet only NOT the Pre-App**

- Most recent Tax return: 2021 due with application and 2022 as soon as submitted
- Most recent W2/1099: 2021 and 2022
 - NOTE: Self Employed persons will also need to provide 2021 and 2022 P&L
- Current Rental Lease
- Proof of Citizenship and Residency Status: these will include copies of your Driver's License with your Marathon Address, Birth Certificate, Social Security Card, and Residency/Citizenship Card if applicable to you.
- If checked "Married" box on application, copy of marriage certificate.
- If divorced, copy of divorce agreement outlining custodial arrangements and any child support or Alimony received from or paying to ex-spouse.
- Two (2) months of most recent pay stubs – make these most recent when you submit the application. If these are not reflective of your annual salary, explain why.
- Any/all other sources of income must be disclosed that the applicant, co-applicant, or any other adult person living in the home (17yr or older, non-full time student) receives: regular income, pension, social security, disability, alimony, child support, etc.
- Three (3) months of most recent bank statements for ALL accounts - make these most recent when you submit the application
- Two (2) months most recent utility bills – including TV, Internet, Water, and Electric - make these most recent when you submit the application

The following are **optional** to include:

- Optional: Letters of Recommendation
- Optional: Description of current community involvement
- Optional: Letter explaining what it would mean for you/your family to become a home owner in Marathon and by becoming a homeowner in Marathon, how will it change the future for you and/or your family?

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IMPORTANT DATES FOR 2023 SELECTION

Pre-Qualification Applications: **Accepted January 3 to January 31, 2023, 4p**

In Person Informational Meetings: **Jan 4, 2023 (Wed) 6p-7p; Jan 7, 2023 (Sat) 9a-10a**

Notification Regarding Full Application Invitation: **First week in February, 2023**

Full Application with Required Documents Due By: **February 28, 2023, 4p**

Notification Regarding Home Visits: **End of March, 2023**

Scheduling of Home Visit Candidates: **First 2 weeks of April, 2023**

Notification Regarding Final Selection: **May, 2023**

Lease Purchase for Selected Homeowners: **June, 2023 for the 4-plex unit, and October 2023
for the ½ duplex units**

**NOTE: ALL DATES SUBJECT TO CHANGE DUE TO UNFORSEEN CIRCUMSTANCES. IN
THE EVENT OF A CHANGE, ALL AFFECTED APPLICANTS WILL BE NOTIFIED**



For Office Use Only
Date Received:
Application # :

Pre-Qualification Form for Homeownership

Mail, drop off, or email completed form to:

HFHMK
8055 Overseas Hwy
Marathon, FL 33050

fsm@habitatmiddlekeys.org

Questions? Call Meghan at 305-743-9828 ext 2



Documentation of self-declared information may be requested

Please write neatly so all information can be read easily. Very important for contact information!

If you are unsure how to answer a question, please contact us - call, email, or stop in.

If any lines are left blank, the application is considered incomplete and will not be processed.

If a line/section does not apply to you, write N/A or Not Applicable. **DO NOT LEAVE ANY LINES/QUESTIONS BLANK**

Section 1 - Applicant(s) Information

Applicant Name: _____

Current Address: _____

Phone Number: _____

Email: _____

Mailing Address (If Different): _____

Current Occupation/Position: _____

Name of Employer/Business: _____

Time in current position: _____

If less than 12 mo

Previous Occupation/Position: _____

Previous Employer/Business: _____

Time in position: _____

Co-Applicant Name: _____

Relationship to Applicant: _____

Current Address: _____

Phone Number: _____

Email: _____

Current Occupation/Position: _____

Name of Employer/Business: _____

Time in current position: _____

If less than 12 mo

Previous Occupation/Position: _____

Previous Employer/Business: _____

Time in position: _____

If selected to purchase a Habitat home, list below the **name(s), age(s), gender(s), and relationship to the Applicant or Co-Applicant** of all the people that would be living in it:

Section 2 - Please circle Yes or No to the Following Questions for both App and Co-App

	Applicant	Co-App
1) Have you lived outside of Monroe County during the past 12 months?	Y / N	Y / N
2) Have you been unemployed during the last 12 months?	Y / N	Y / N
3) Have you filed bankruptcy in the last 3 years?	Y / N	Y / N
4) Have you ever owned a home or been listed on a deed for property?	Y / N	Y / N
5) Have you ever applied for a mortgage loan with a bank?	Y / N	Y / N
6) Have you ever been convicted of a crime?	Y / N	Y / N
7) Do you and/or Co-App file a Schedule C-Profit and Loss for Business?	Y / N	Y / N
	Applicant	Co-App
8) Is your current place of employment located in Marathon?	Y / N	Y / N
9) Are you a US Citizen/hold a current Green Card?	Y / N	Y / N
10) Did you/co-applicant file your 2021 tax return?	Y / N	Y / N
TOTAL INCOME listed on Return _____		
Co-App TOTAL INCOME (if filed separately) _____		
11) Does filing status on tax return(s) for Applicant and Co-applicant match current lifestyle (ex: if married, you filed "joint" or "married filing separately")	Y / N	Y / N
12) 2022 Tax Return(s) will be similar income/family status/dependents to 2021?	Y / N	Y / N
13) Do all members in household listed in Section 1 live with you 12 mo of the year?	Y / N	Y / N
14) If selected, will you commit to Habitat's Program requirement of completing 350 sweat equity hours and homeowner education classes?	Y / N	Y / N

If you answered "Y" to any of the questions 1-7, please explain (attach an extra sheet if necessary):

If you answered "N" to any of the questions 8-14, please explain (attach an extra sheet if necessary):

List your community involvement activities (attach an extra sheet if necessary):

Briefly describe why you need to change your current living situation (attach an extra sheet if necessary):



Section 3 - Income and Expenses Self-Declaration

Please list joint income/expenses under just one column - either Applicant or Co-App

Current Total Gross (Pre-tax) MONTHLY Household Income: _____

Wage information for Applicant from (circle all that apply): pay stub; 1099; cash; other: _____

Wage information for Co-App from (circle all that apply): pay stub; 1099; cash; other: _____

Applicant

Gross Monthly wages: _____
Monthly SSI: _____
Monthly Alimony: _____
Monthly Child Support: _____
Monthly Disability: _____
Other taxable Income: _____
Other Income: _____

Co-Applicant

Gross Monthly wages: _____
Monthly SSI: _____
Monthly Alimony: _____
Monthly Child Support: _____
Monthly Disability: _____
Other taxable Income: _____
Other Income: _____

List additional income from persons 17 years or older that will be living in the home and are not full time students:

If annual income calculated from figures above differs from 2021 tax return income stated in Question 10, please explain why:

Total Monthly Household Expenses: _____

Applicant

Rent: _____
Alimony: _____
Child Support: _____
Car Payment: _____
Student Loan: _____
Credit Card (min req): _____
Credit Card (min req): _____
Other Loans: _____

Co-Applicant

Rent: _____
Alimony: _____
Child Support: _____
Car Payment: _____
Student Loan: _____
Credit Card (min req): _____
Credit Card (min req): _____
Other Loans: _____

If any income or expenses listed above are going to end in 6 months or less, please list and explain:

All applicants will be notified by mail whether your prequalifications meet our requirements.

If they do, you will be given the opportunity to fill out our full application.

A list of required documents for the full application is on our website or can be picked up in our office.

Thank you.

