

**Brunswick Housing Opportunities, Inc.**  
**Service Intake Application**

What Service are you seeking today? \_\_\_\_\_

Financial Review    Financial Education    Homeownership    Home Rehab    Rental Counseling    Other

**APPLICANT**

*Please Print*

**CO-APPLICANT**

*Please Print*

Name	Name
Date of Birth ___/___/___ SS# ___-___-___	Date of Birth ___/___/___ SS# ___-___-___
Address	Address
City, State, Zip	City, State, Zip
Email:	Email:
Tel:	Tel:
Are you a Veteran? ___Yes ___No	Are you a Veteran? ___Yes ___No
Marital Status: Single, Married, Widowed, Other	
How long at this address: #of Yrs _____ # Mths _____	

**EMPLOYMENT**

Current Employer	Current Employer
Position:	Position:
Address:	Address:
Telephone:	Telephone:
What was your start date? ___/___/___	What was your start date? ___/___/___
How long have you been employed here? _____	How long have you been employed here? _____
How long have you been doing this type of work? _____	How long have you been doing this type of work? _____
Income: _____ Weekly   Bi-Weekly   Monthly	Income: _____ Weekly   Bi-Weekly   Monthly
Other Income: _____ Amount: _____	Other Income: _____ Amount: _____

**OTHERS IN HOUSEHOLD**

Name: \_\_\_\_\_ Relationship to borrower: \_\_\_\_\_

Fulltime Student: Yes No   Disabled: Yes No   Age: \_\_\_\_\_ Income: \_\_\_\_\_ Source: \_\_\_\_\_

**Children under 18:** Male # \_\_\_\_\_ Ages \_\_\_\_\_ Female# \_\_\_\_\_ Ages \_\_\_\_\_

Child Care Paid \$ \_\_\_\_\_  Mth  Wk   Child Support: \_\_\_\_\_  Mth  Wk

## MONTHLY PAYMENTS

Expense	Amount	Expense	Amount	Debts	Amount
Borrower Income		Medicines & Over Counter		Car Payment	
Co Borrower Income		Medical Copays		Loan Payment	
<b>Total Income</b>		Medical/Life Insurance		School Loan	
Rent/Mortgage		Child Care/School Exp		Credit Card	
Taxes/Insurance /HOA		Clothing		Personal Loan	
Food – Grocery Store		Car Insurance		Other	
Food – Eating Out		Car/Gas		<b>Total Debts</b>	
Electricity/Gas		Charity/Tithes/Donations		<b>Total Income</b>	
Water/Sewer		Personal Care (hair, nails etc.)		<b>Subtract – Total Debts</b>	
Tephone/Cell		Entertainment (DVD/Cig/Alch)		<b>Subtract- Total Expenses</b>	
Cable/Internet		<b>Total Expenses</b>		<b>Available Income</b>	

### OWNERSHIP OF PROPERTY

### TYPE OF HOME

- |  |   |
|--|---|
| <input type="checkbox"/> Rent                      | <input type="checkbox"/> Homeowner W/O Mortgage |
| <input type="checkbox"/> Section 8/ Public Housing | <input type="checkbox"/> Homeowner Mortgage     |
| <input type="checkbox"/> Rent from Family          | <input type="checkbox"/> Family/Heirs Property  |
| <input type="checkbox"/> Homeless                  | <input type="checkbox"/> Other _____            |

- Age of Home \_\_\_\_\_  
 Last Repaired \_\_\_\_\_  
Year
- Modular  
 Stick Built

- Cinder Block  
 Triple Wide  
 Single Wide MFH  
 Double Wide MFH

The following information is required by the Federal Government for certain types of service and loan applications related to a dwelling, in order to monitor compliance with equal housing, credit opportunity and fair housing. You are not required to furnish this information but are encouraged to do so.

### DEMOGRAPHIC

- Male       Female  
 Hispanic/Latino       Not Hispanic/Latino

- Male       Female  
 Hispanic/Latino       Not Hispanic/Latino

- 1-7 Grade  
 8-12 Grade  
 High School Diploma  
 Some College  
 Associates Degree  
 Bachelor's Degree  
 Master's Degree/Doctorate  
 Physically Challenged Disabled  
 Primary language Spoken

- African American  
 Asian or Pacific Islander  
 Mexican, Puerto Rican Cuban, Central or South American or other Hispanic/Latino/Spanish culture  
 Native American or Alaskan Native  
 White

- 1-7 Grade  
 8-12 Grade  
 High School Diploma  
 Some College  
 Associates Degree  
 Bachelor's Degree  
 Master's Degree/Doctorate  
 Physically Challenged Disabled  
 Primary language Spoken

- African American  
 Asian or Pacific Islander  
 Mexican, Puerto Rican Cuban, Central or South American or other Hispanic/Latino/Spanish culture  
 Native American or Alaskan Native  
 White

By signing this application you are certifying that the information you have given is true to the best of your knowledge.

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

Applicant: \_\_\_\_\_ Co-applicant \_\_\_\_\_

Intake Officer: \_\_\_\_\_ Census Track Verification \_\_\_\_ - \_\_\_\_ - \_\_\_\_



**Brunswick Housing Opportunities, Inc.**  
**HOUSING RELATED ACTIVITIES**

Include documents for each person signing the application.  
**PLEASE BRING COPIES! WE WILL NOT TAKE ORIGINALS**  
**If we copy your documents it will cost YOU \$.50/cents per sheet.**

**CUSTOMER DOCUMENTS**

<b>Documents required for all housing services.</b>		
<input type="checkbox"/>	Copy of SS Card.	
<input type="checkbox"/>	Copy of NCDL or State ID.	
<input type="checkbox"/>	30 days of paycheck stubs or proof of income for borrower and co-borrower.	
<input type="checkbox"/>	Copy of Public Benefits Award Letter (Print out of amounts received in the past 2 months.)	
<input type="checkbox"/>	Two Months statements for bank, credit union and investment accounts.	
<input type="checkbox"/>	Most recent 2 years of tax returns – Include all pages of Federal Tax return and W-2's (If not required to file, See Housing Counselor)	
<input type="checkbox"/>	<b>List of Monthly Expenses and Debts</b> include the company name, account #'s, minimum payment amount, current balance, due dates and <b>a copy of the most recent statement.</b>	
<input type="checkbox"/>	Employer Address, Telephone#, Fax# and contact person to verify employment.	
<input type="checkbox"/>	Current and previous Landlord's address and telephone #.	
<input type="checkbox"/>	Court Ordered Child Support Payment History (Print out of payments or amount received for the past 12 months.)	
<input type="checkbox"/>	Divorce Decree/Legal Separation Documents if 2 yrs or less.	
<input type="checkbox"/>	If self-employed, include business references and Profit and Loss Statements.	
<input type="checkbox"/>	IRA, 401 K, annuity, or retirement statement	
<input type="checkbox"/>	Equifax or Experian Credit Report - Current, less than 90 days old. You can obtain a free credit report from <a href="http://www.annualcreditreport.com">www.annualcreditreport.com</a>	<input type="checkbox"/>
<b>Additional documents to Refinance or Repair a home.</b>		
<input type="checkbox"/>	Proof of Ownership – Copy of Deed or Life Estate.	
<input type="checkbox"/>	List of Repairs with current condition.	
<b>Additional documents required for assistance or services with MORTGAGE DEFAULT/DELINQUENCY/FORECLOSURE</b>		
<input type="checkbox"/>	Any letters from your lender concerning Foreclosure and/or Delinquency.	
<input type="checkbox"/>	Current mortgage statement and loan documents.	