



Green Mountain Home Repair Eligibility Intake



Give Your Home a Hug!

A Complete Eligibility Intake Packet includes the following:

- 1) Completed Eligibility Intake Form (enclosed)
- 2) A copy of your most recent tax bill
- 3) A copy of your most recent mortgage statement (if applicable)
- 4) Copies of bank statements for all savings, checking and retirement accounts owned by applicant and co-applicant for the last 2 months
- 5) Copies of last 2 years of tax returns. Please include W2 's and, if applicable, 1099's
- 6) Proof of all household income for the last 2 months. This should include paystubs for the last 2 months and award letters for any benefits received (i.e.: Social Security, SSDL SSI or Reach Up Income)
- 7) Proof of homeowners' insurance.

Return your complete packet to:

Downstreet Housing & Community Development
22 Keith Avenue
Suite 100
Barre, VT 05641

If you have questions about this form or the Home Repair Program, please call 802 477-1343

The information on this form will be used to make an initial assessment of you eligibility for the Home Repair Program and is not an application for a loan.

Borrower information			
Last Name:	First Name:	MI:	Social Security Number:
DOB:	Marital Status:	US Citizen or Permanent Resident	
Daytime Phone:	E-Mail:		
Evening Phone:	Alternative Phone:		
Mailing Address (if Different)	City:	State:	Zip:
Highest Education: <input type="checkbox"/> Less Than Highschool <input type="checkbox"/> GED/Highschool <input type="checkbox"/> 2-Year Degree/Trade School <input type="checkbox"/> Some College <input type="checkbox"/> 4-Year Degree <input type="checkbox"/> Masters <input type="checkbox"/> Above Masters <input type="checkbox"/> Apprenticeship			
Employment Status <input type="checkbox"/> Full Time Student <input type="checkbox"/> Homemaker <input type="checkbox"/> Self Employed <input type="checkbox"/> Permanently unable to work <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Part-Time for Employer <input type="checkbox"/> Full-Time for Employer <input type="checkbox"/> Seasonal Employment			
Occupation:			
Co-Borrower information			
Last Name:	First Name:	MI:	Social Security Number:
DOB:	Marital Status:	US Citizen or Permanent Resident	
Daytime Phone:	E-Mail:		
Evening Phone:	Alternative Phone:		
Mailing Address (if Different)	City:	State:	Zip:
Highest Education: <input type="checkbox"/> Less Than Highschool <input type="checkbox"/> GED/Highschool <input type="checkbox"/> 2-Year Degree/Trade School <input type="checkbox"/> Some College <input type="checkbox"/> 4-Year Degree <input type="checkbox"/> Masters <input type="checkbox"/> Above Masters <input type="checkbox"/> Apprenticeship			
Employment Status <input type="checkbox"/> Full Time Student <input type="checkbox"/> Homemaker <input type="checkbox"/> Self Employed <input type="checkbox"/> Permanently unable to work <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Part-Time for Employer <input type="checkbox"/> Full-Time for Employer <input type="checkbox"/> Seasonal Employment			
Occupation:			

Referral Source (How did you hear about us?)			
Street Address (with Apt Number)	City:	State:	Zip:
County	Household Size	Adults	Children
Do you currently live in your home?			

Employment Income (Last 2 Years)	
Borrower	Employer Name:
Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly	Address:
Hourly Rate/Annual Salary:	
Employment Dates: _____ to _____	Position:
Co-Borrower	Employer Name:
Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly	Address:
Hourly Rate/Annual Salary:	
Employment Dates: _____ to _____	Position:

Income Information

Social Security:	Monthly \$	Pension:	Monthly	\$
Unemployment:	Weekly \$	Investment Income:	Monthly	\$
Alimony:	Monthly \$	Veterans Benefits:	Monthly	\$
Child Support:	Monthly \$	Other Income:		\$
Total Income	\$ <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly			

Housing Information

Title of the Property in the name of:		
Does anyone else have an ownership interest in the property such as life estate, homestead rights, etc.?		
*Vermont law recognizes a homestead right in the spouse or civil union partner of the legal owner of real estate when it is used or kept as their primary residence, even if the spouse or civil union partner is not a Title Owner to that property. This homestead interest prevents creditors from attaching the entire interest in the property without consent of all parties who have an ownership interest in the property; for this reason we will require all parties with a homestead right to sign the mortgage deed to insure that our lien is fully enforceable.		
Purchase Price \$	Year of Purchase	Current Value \$
Current Mortgage Balance \$	Type: <input type="checkbox"/> FHA <input type="checkbox"/> VA <input type="checkbox"/> Conv. <input type="checkbox"/> USDA <input type="checkbox"/> VHFA	
Current Interest Rate %	Term Mo.	Refinanced?
Mortgage Holder		

Second Mortgage	<input type="checkbox"/> Yes <input type="checkbox"/> No
Original Amount \$	Balance \$
Mortgage Holder	

Home Equity Line of Credit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Interest Rate	% Monthly Payment \$
Mortgage Holder	

Homeowner's Insurance Carrier	
Agent	Telephone #
Business Address	
Policy #	Limits of Coverage
GMHR requires you to maintain homeowners insurance on your property. You will also be required to maintain flood insurance if your property is determined to be in a flood hazard area. Insurance is required for the life of the loan.	

Authorization to Release Information

Name: _____ Social Security Number: _____ D.O.B. _____

Name: _____ Social Security Number: _____ D.O.B. _____

Address: _____ Phone: _____

Address: _____ Phone: _____

This document constitutes my/our consent for the following organization(s) to release information to Downstreet Housing & Community Development Homeownership Center (DWNSTHOC) and for DWNSTHOC to release information to said organization(s), for the purposes of any/all Down Payment and Home Purchase Services, Homebuyer Education/Counseling, Credit, Budget, and Financial Counseling, Foreclosure/Mortgage Delinquency Counseling, Home Rehabilitation and Lending Services:

- Credit Bureau Services of Vermont (CBC) and Equifax, Experian, and TransUnion to obtain my credit report
- Banks and/or other lending institutions associated with the transaction(s), to include providing a copy of my Closing Disclosure Settlement Statement to DWNSTHOC upon the purchase of my home.
- Attorneys, mediators, and/or title companies associated with the transaction(s)
- Creditors and/or collections agencies
- Housing and Urban Development (HUD)
- NeighborWorks®
- Efficiency Vermont
- Habitat for Humanity
- USDA Rural Development (RD)
- Vermont State Housing Authority
- Vermont Housing Finance Agency (VHFA)
- Homeowner's Insurance/Hazard insurance agencies and/or companies
- Any and all Social Service Agencies to which I am referred
- Social Security Administration
- My employer(s) for purposes of verifying employment and income
- Depositories for purposes of verifying account balances and account history
- Housing Advisors: Cheryl Moyer, Kira Charissakis, Bill Meckel, Volicia Smith and/or Downstreet HomeOwnership Center staff
- Other _____

A photographic or carbon copy of this authorization bearing a photographic or carbon copy of the signature(s) of the undersigned may be deemed to be equivalent to the original here of and may be used as a duplicate original.

By checking this box I am authorizing my typed name to act as my signature below.

Signature: _____ Date: _____

Signature: _____ Date: _____

Government Monitoring Information

The following information is requested by the Federal Government in order to monitor the Lender's compliance with equal credit opportunity, fair housing and mortgage disclosure laws. You are not required to provide this information, but are encouraged to do so. The law provides that a Lender may neither discriminate on the basis of this information, nor on whether or not you choose to provide it. However, if you choose not to provide it, under Federal regulations this Lender is required to note race and gender on the basis of visual observation or surname. I/we affirm that all of the answers given in this application are correct. I/We understand that the information in this form will be held in confidence and used solely for the purpose of this program.

Borrower

- Handicapped/Disabled
- Veteran
- Foreign Born

Marital Status:

- Married
- Single
- Divorced
- Widowed
- Separated
- Civil Union

Gender:

- Female
- Male
- Other: _____

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

Race:

- American Indian/Alaskan Native
- Asian
- Black/African American
- Native Hawaiian/ Pacific Islander
- Other
- White
- I do not wish to provide this information

Co-Borrower

- Handicapped/Disabled
- Veteran
- Foreign Born

Marital Status:

- Married
- Single
- Divorced
- Widowed
- Separated
- Civil Union

Gender:

- Female
- Male
- Other: _____

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

Race:

- American Indian/Alaskan Native
- Asian
- Black/African American
- Native Hawaiian/ Pacific Islander
- Other
- White
- I do not wish to provide this information

Green Mountain
Home Repair Program NMLS #194716
PRIVACY POLICY AND PRACTICES

Downstreet Housing and Community Development values your trust. Protecting your confidential information is important to us. This notice describes our policy regarding the collection and disclosure of personal information. Downstreet does not sell or share any personal information with commercial companies for the purpose of marketing their products to you.

What Information We Collect

Personal information means information that identifies an individual and is not otherwise publicly available information. This includes personal financial information, such as credit history, income, employment history, financial assets, bank account information, financial debts, Social Security Number, and other information you provide on a Personal Profile or loan application.

We collect the personal information in order to provide financial fitness, counseling, counseling to prepare you for applying for a home mortgage from a conventional lender, counseling to prevent foreclosure, and our own lending for down payment, closing costs, home rehab, or other purposes related to home purchase or foreclosure prevention.

Restrictions on Disclosure of Personal Information

In general, Green Mountain Home Repair Program discloses personal information only when necessary to provide services to you, or when allowed by law. We may disclose the following kinds of personal information about you:

- Information we receive from you on applications for a loan or other product or service, such as name, address, telephone number, social security number, assets and income;
- Information about your transactions with us, such as your loan balance, payment history and parties to your transactions; and
- Information we receive from third parties such as credit bureaus, including information about your credit worthiness and your credit history. We may disclose your personal information to the following types of unaffiliated third parties:

We may disclose your personal information to the following types of unaffiliated third parties:

- Financial service providers, such as companies engaged in providing home mortgages, reverse mortgages, or home equity loans
- Other service providers with whom we may coordinate efforts in order to make efficient use of resources such as SEVCA and CAPSTONE (Weatherization, VHCB Lead Abatement, VT Center for Independent Living, Rural Development USDA, or other nonprofit community resources
- Other Third parties when the information is provided to help complete a transaction initiated by you, such as reporting payoff on a loan, or to otherwise administer our business and Other third parties who are involved in program review, auditing, research, or oversight purposes

We may disclose personal information about you to third parties as permitted by law such as auditors in connection with a financial audit of us, to government entities, in response to subpoenas and credit bureaus.

In material intended for public distribution such as newspaper articles, Downstreet publications, press releases, or report to funding sources, it is sometimes useful to illustrate our services by highlighting our work with a family or individual. In those cases, we will specifically seek your permission to use any personal information

Medical Information

We will not use or share personally identifiable medical information about you for any purpose other than that which is authorized by you.

Protecting the Confidentiality of Your Personal Information

All Downstreet employees are required to use strict standards of care regarding the confidentiality of your personal information as outlined in Personnel Policies. Employees not adhering to our policies are subject to disciplinary action. We maintain physical and electronic security procedures to safeguard the confidentiality and integrity of personal information in our possession and to guard against unauthorized access. Our safeguards comply with federal regulations to guard your personal information.

If you have any questions regarding our Privacy Policy, please contact the Director of the HomeOwnership Center at (802) 477-1331 or write to Downstreet Housing and Community Development, 22 Keith Avenue, Suite 100, Barre, VT 05641

Borrower's Signature Date

Co-Borrower's Signature Date

Defining the Scope of Work on Your Property

Downstreet's Revolving Loan Fund (RLF) is funded through Community Development Block Grants. This is federal funding through HUD. As such, the RLF Program must comply with HUD's Housing Quality Standards. The requirements of Housing Quality Standards therefore determine the scope of work on every project. Downstreet's Housing Rehab Specialists have expertise in meeting HUD's Housing Quality Standards (HQS). The Housing Rehab Specialist will visit your property and write up a scope of work that meets HQS. You can accept or reject this scope of work, but rejecting may mean that we will not be able to assist you. To gain access to the RLF and benefit from this program, you will need to sign off on the scope of work, as determined by our Housing Rehab Specialist. Please read your scope of work carefully. Our Housing Rehab Specialists will answer any questions you have regarding the scope of work, so that you understand the rehab work you are signing off on for your property.

I/WE UNDERSTAND THAT DOWNSTREET'S HOUSING REHAB SPECIALIST WILL DETERMINE SCOPE OF WORK TO BE DONE ON MY/OUR PROPERTY

I/WE UNDERSTAND THAT IF I/WE DECIDE TO ACCEPT AND SIGN OFF ON SCOPE OF WORK AND PROCEED WITH THE RLF PROJECT, I/WE ARE AGREEING TO ACCEPT THE SCOPE OF WORK AS WRITTEN BY DOWNSTREET'S HOUSING REHAB SPECIALIST

Borrower Signature

Date

Co-Borrower signature

Date

Funds Availability Policy

In order to make the most of our limited funding while providing assistance to as many households as possible, we are offering low interest loans with repayment terms tailored to meet each household's affordability. Our goal is to help you get what you need to address your home's most critical repair needs. The Housing Rehab Specialist will assess your home's repair needs and prioritize health and safety issues. Our Rehab Specialist will provide the following services for your project:

- Conduct an initial assessment of your property and determine what rehab work is most critical to the long term habitability of your home
- Write up the Scope of Work, including detailed specifications
- Help you find qualified contractors
- Assist with getting and understanding bids
- Provide and explain the contract between you and your contractor
- Assist with permitting and compliance with any necessary local, state & federal regulations
- Provide for contingency funds in the contract
- Oversee the rehab work as it proceeds to ensure that work is progressing according to the specifications in the contract and in a timely manner
- Ensure that payments to your contractor are equal to the percentage of work completed
- Authorize and write up any change orders
- Conduct any final inspections to ensure that all punch list items have been completed, before releasing the final funds

We will review your household's finances, including income, other debts and household expenses to determine your affordable repayment terms. We will consider all household expenses including childcare and recurring medical co-payments. When grant funds are available, each household may be offered some combination of loan and grant funds. The availability of funds and each household's repayment ability and needs will determine the funding we are able to provide to meet your home repair needs.

Borrower Signature

Date

Co-Borrower signature

Date

