

INTAKE FORM

Greetings!

Please complete the profile and return to our office with the information listed below.

1. Fee: \$35.86 check or money order for unmarried. \$51.74 for married. **Note: (We no longer use reports from free credit report Internet sites as we cannot forward these to lending institutions)**
2. Intake form
3. Three (3) months current paystubs
4. Two (2) years current signed Tax Returns
5. Two (2) years current W-2's
6. Three (3) Months current bank statements (checking & savings)
7. Home Site Lease (200RL, 200UL & 200NL) (Please include copies of Cultural Compliance form and Archeological Survey and/or copy of deed)

An appointment will be scheduled for you after you have submitted all the required documents. NPH Staff may ask you for additional information before your appointment.

HUD Housing Counselor List

Home Inspection Disclosure

Resources List

INTAKE FORM

Applicant's Full Name		Co-Applicant's Full Name	
Date of Birth	SS Number	Date of Birth	SS Number
Email Address		Email Address	
Mailing Address		City, State, Zip	
_____ Hourly: _____ Weekly: _____ Monthly _____		_____ Hourly: _____ Weekly: _____ Monthly _____	
Gross Income		Gross Income	
Every 2 Weeks: _____		Every 2 Weeks: _____	
Home Phone #	Work Phone #	Home Phone #	Work Phone #
Cell #		Cell #	
Marital Status: Unmarried Married Separated		Marital Status: Unmarried Married Separated	
Number of dependents	Ages of dependents	Number of dependents	Ages of dependents

By signing below, I certify that the above information is correct to the best of my knowledge. I authorize Native Partnership for Housing, Inc. (NPH) to pull my credit report and verify other credit information. I will furnish any information requested of me to complete my Home Mortgage process as needed.

Applicant's Signature	Date	Co-Applicant's Signature	Date
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Homebuyer Education is a requirement to participate in NPH's program. All information provided will remain confidential—This information is to be used by NPH or its assignees in determining whether you qualify as a prospective mortgagor under its program. It will not be disclosed outside the agency except as required and permitted by law. You do not have to provide this information but if you do not, your application for approval as a prospective mortgagor or borrower may be delayed or rejected.





EMPLOYMENT:

Applicant:

Employer Name: _____ Full Time: _____ Part Time: _____

Employer Address: _____

Title: _____ Hire Date: _____

Phone Number: _____

Co-Applicant:

Employer Name: _____ Full Time: _____ Part Time: _____

Employer Address: _____

Title: _____ Hire Date: _____

Phone Number: _____

If employed for LESS THAN TWO years or have a secondary employer, continue listing employers on a separate sheet of paper.

How did you hear about NPH? _____

EDUCATION: (circle one)

Borrower:

High School or equivalent

Two-Year College

Bachelor's Degree

Graduate Degree

Co-Borrower:

High School or equivalent

Two-Year College

Bachelor's Degree

Graduate Degree

CURRENT HOUSING ARRANGEMENT

Rent: \$ _____ Landlord: _____ Address: _____

Phone Number: _____ How long at this address: _____

Homeowner with a mortgage Homeowner with mortgage paid off Pays no Rent – living with family



Monthly Budget

Monthly income for the month of: _____

Items	Amount	Amount	
Applicant Salary			
Co-Applicant Salary			
Other			
Total			

Items	Amount	Amount	
Rent/Mortgage			
Car Loan			
Car Insurance			
Credit Cards			
Student Loans			
Personal Loans			
Gas/electricity			
Water			
Telephone			
Cable			
Internet			
Childcare			
Food			
Pet Supplies			
Entertainment			
Clothing			
Gifts			
Other			
Total			

Income vs. Expense

Item	Amount	Amount	Notes
Monthly Income			
Monthly expense			
Difference			



Educate • Lend • Build

1664 S. Second St., Gallup, New Mexico 87301

Program Disclosure Form

NOTE: If you have an impairment, disability, language barrier, or otherwise require an alternative means of completing this form or accessing information about housing counseling, please talk to your housing counselor about arranging alternative accommodations.

About Us and Program Purpose: Native Partnership for Housing, Inc. (NPH) is a nonprofit, HUD-approved comprehensive housing counseling agency. We provide education workshops and a housing pre-purchase counseling program. We serve all clients regardless of income, race, color, religion/creed, sex, national origin, age, family status, disability, or sexual orientation/gender identity. We administer our programs in conformity with local, state, and federal anti-discrimination laws, including the federal Fair Housing Act (42 USC 3600, et seq.). **As a housing counseling program participant, please affirm your roles and responsibilities along with the following disclosures and initial, sign, and date the form on the following page.**

Client and Counselor Roles and Responsibilities:

Counselor's Roles and Responsibilities	Client's Roles and Responsibilities
<ul style="list-style-type: none"> • Reviewing your housing goal and your finances; which include your income, debts, assets, and credit history. • Preparing a Client Action Plan that lists the steps that you and your counselor will take in order to achieve your housing goal. • Preparing a household budget that will help you manage your debt, expenses, and savings. • Your counselor is not responsible for achieving your housing goal but will provide guidance and education in support of your goal. • Neither your counselor nor NPH employees, agents, or directors may provide legal advice. 	<ul style="list-style-type: none"> • Completing the steps assigned to you in your Client Action Plan. • Providing accurate information about your income, debts, expenses, credit, and employment. • Attending meetings, returning calls, providing requested paperwork in a timely manner. • Notifying NPH or your counselor when changing housing goal. • Attending educational workshop(s) (i.e. pre-purchase counseling workshop) as recommended. • Retaining an attorney if seeking legal advice and/or representation in matters such as foreclosure or bankruptcy protection.
<p>Termination of Services: Failure to work cooperatively with your housing counselor and/or NPH will result in the discontinuation of counseling services. This includes, but is not limited to, missing three consecutive appointments.</p>	

Client initials: _____/_____

Agency Conduct: No NPH employee, officer, director, contractor, volunteer, or agent shall undertake any action that might result in, or create the appearance of, administering counseling operations for personal or private gain, provide preferential treatment for any person or organization, or engage in conduct that will compromise our agency's compliance with federal regulations and our commitment to serving the best interests of our clients.

Agency Relationships: NPH has financial affiliation (if funded by HUD) or professional affiliations (if not funded by HUD) with the U.S. Department of Housing & Urban Development (HUD), NeighborWorks America, USDA Rural Development, and banks including Wells Fargo, Mid America Mortgage, Inc. dba 1st Tribal Lending, and Bank2, a wholly owned subsidiary of Chickasaw Banc Holding Company. NPH has a subsidiary, Clear Water Construction Partners, Inc. which is a New Mexico licensed General Contractor that offers home construction services. NPH also offers in-house home mortgage lending services. As a housing counseling program participant, you are not obligated to use the products and services of NPH, our subsidiary or our industry partners to use our housing counseling services.

Alternative Services, Programs, and Products & Client Freedom of Choice: NPH has a first-time homebuyer program developed in partnership with Bank2 & 1st Tribal Lending. However, you are not obligated to participate in this or other NPH programs and services while you are receiving housing counseling from our agency. You may consider seeking alternative products and services from entities including other lenders, mortgage finance companies or other first-time homebuyer programs. You are entitled to choose whatever real estate professionals, lenders, and lending products that best meet your needs.

Referrals and Community Resources: You will be provided a community resource list which outlines the county and regional services available to meet a variety of needs, including utilities assistance, emergency shelter, transitional housing, food banks, and legal aid assistance. This list also identifies alternative agencies that provide services, programs, or products identical to those offered by NPH and its exclusive partners and affiliates.

Errors and Omissions and Disclaimer of Liability: I/we agree NPH, its employees, agents, and directors are not liable for any claims and causes of action arising from errors or omissions by such parties or related to my participation in NPH counseling; and I hereby release and waive all claims of action against NPH and its affiliates. I have read this document, understand that I have given up substantial rights by signing it, and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law. If any provision of this document is unenforceable, it shall be modified to the extent necessary to make the provision valid and binding, and the remainder of this document shall remain enforceable to the full extent allowed by law.

Quality Assurance: In order to assess client satisfaction and in compliance with grant funding requirements, NPH, or one of its partners, may contact you during or after the completion of your housing counseling service. You may be requested to complete a survey asking you to evaluate your client experience. Your survey data may be confidentially shared with NPH grantors such as HUD or NeighborWorks America.

I/we acknowledge that I/we received, reviewed, and agree to NPH's Program Disclosures.

Client Signature

Date

Counselor Signature

Date

Client Signature

Date