

INTAKE FORM

Greetings!

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

1. Fee: \$9.35 check or money order for unmarried. \$17.75 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.



NMLS #245770

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			
Balance			



AUTHORIZATION TO RELEASE INFORMATION

Client Name:	
Co-Client Name:	

As a client of the HUD Housing Counseling Program of Native Partnership for Housing, Inc. (NPH) ("Housing Counseling Program"), my Housing Counselor has evaluated my readiness to purchase a home.

I am aware that NPH, as a non-profit organization and Native Community Development Financial Institution ("Native CDFI") offers lending and other financial services to meet NPH's mission of providing loan products that benefit underserved Native Americans and Native American communities. I am also aware that NPH is a part owner of Clear Water Construction Services, Inc., a general contractor engaged in new home construction.

I have been informed and acknowledge that I am not required to use any NPH lending, financial or construction services as a client of the NPH Housing Counseling Program and that I am aware and acknowledge that I am free to seek out and obtain lending, financial or construction services from entities other than NPH.

I am interested in obtaining additional services from NPH. As such, I authorize my NPH Housing Counselor to discuss with and share the contents of my client file from NPH's Housing Counselor Program with the following Department(s) of NPH:

- Mortgage Lending Department
- Construction Services Department
- Financial Services Department

A copy or digitally signed copy of this authorization may be accepted as an original.

By signing below, I hereby certify and authorize the foregoing items of information to be provided.

CLIENT SIGNATURE

DATE

CO-CLIENT SIGNATURE

DATE