

## 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.**

You should receive the following information with your intake:

- 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 _____ Every 2 Weeks: _____		_____ Hourly: _____ Weekly: _____ Monthly _____ 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
Veteran? _____ Branch: _____		Veteran? _____ Branch: _____	

***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: \_\_\_\_\_ Years 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			
<b>Total</b>			
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			
<b>Total</b>			

### Income vs. Expense

Item	Amount	Amount	Notes
<b>Monthly Income</b>			
<b>Monthly expense</b>			