



HABITAT FOR HUMANITY GUNNISON VALLEY 970-641-1245 PO BOX 1295

EMAIL: [GUNNISONVALLEYHABITAT@GUNNISON.COM](mailto:GUNNISONVALLEYHABITAT@GUNNISON.COM)

[WWW.HFHGUNNISONVALLEY.ORG](http://WWW.HFHGUNNISONVALLEY.ORG)

Dear Applicant,

Habitat for Humanity of Gunnison Valley is a non-profit housing ministry financed through private donations, grants from foundations, and volunteer labor. Our purpose is to build homes with families and our community, and to sell the homes to families who could not otherwise afford them.

Please read the following items to see if you are interested in and qualify for our low-income housing program.

1. You must be a U.S. Citizen or Permanent Resident
2. To qualify you must have a need for housing. (Currently living in sub-standard conditions; examples may include; not enough room for entire family, too expensive, not handicap accessible, etc.)
3. You must have lived in Gunnison County for at least one year.
4. Your income must be within 25-60% of the county median. (see attached income qualifications)
5. With your permission, we will verify employment and other income, get a statement from your current landlord, have a credit check done, check the sex offender list in our county, and ask for personal references.
6. If you are approved for a Habitat home, we will ask you to attend a home-buyer education class, learn about budgeting, home repair and maintenance. We will also ask that you attend an annual Habitat for Humanity Home-owner meeting/BBQ event.
7. If approved and chosen for a home, we require that the adult (18 years and older) members of your household complete 400 hours of sweat equity in the construction of the home. Your friends and extended family can help you complete your sweat equity as well.
8. Becoming a Habitat partner family requires that you give back to us as an organization. You may be asked to volunteer your time for Habitat in other community events. You must be willing to maintain

your home and be a responsible member of our community. Community perception of our organization is key for our success. We expect you comply with restricted covenants placed on your property.

If you are interested in Habitat and believe you would qualify for a home according to the above guidelines, we encourage you to fill out and return to us this application for housing.

After submitting your application, an in-home interview will be scheduled at your convenience. (Please note that all family members need to be present at the time of the in-home interview.) All information is confidential, and is to be used only for our family selection process. You will be notified by mail if you are accepted or denied.

If you need assistance in filling out the application, or have any questions about this process, please call us at 641-1245.

Sincerely,

*Julie Robinson*

Administrative Director





## **ENGLISH APPLICATION PACKET**

# **APPLICATION DEADLINE:**

# **APRIL 15, 2016**

Applications sent by mail must be postmarked on or before

April 15, 2016 to:

Habitat for Humanity of the Gunnison Valley

PO Box 1295 Gunnison, CO 81230

Applications may be hand delivered to our office on or before

April 15, 2016 at 5:00pm to:

307 N. Main St. Suite 2E

Gunnison



## Habitat for Humanity of the Gunnison Valley

### Family Selection Process

#### **Phase 1: Applying for a home**

- Families that are interested in applying for a Habitat home can request an application by calling the Habitat office at (970) 641-1245, by sending an email to [gunnisonvalleyhabitat@gunnison.com](mailto:gunnisonvalleyhabitat@gunnison.com) or by downloading the application at [www.hfhgunnisonvalley.org](http://www.hfhgunnisonvalley.org)
- The Family Selection Committee (FSC) will mail an application packet to those who have expressed interest. This packet includes the application forms and checklist of everything that must be sent in with the completed application. APPLICATIONS MUST BE RECEIVED BY THE HABITAT OFFICE BY APRIL 15, 2016 BY 5:00PM

#### **Phase 2: Initial application review**

Once an application is received, the FSC will review the income qualifications to determine if the applicant is eligible to continue to the next phase. The Committee will send a letter to the applicants who do not meet the initial criteria.

#### **Phase 3: Information Gathering**

The FSC will gather further information regarding applicants who have met the initial criteria, such as credit checks, verification of citizenship, employment verification, and references. After gathering all of the information, the Committee meets to decide which applicants will advance to the next phase of the application process. A letter will be sent to the applicants who will not continue on with the next phase.

#### **Phase 4: Final Interviews**

Next, each eligible applicants will be visited and interviewed at their current residence by members of the FSC. The purpose of the visit/interview is for Habitat to get to know the potential families on a more personal level, learn more about each family's current living situation, and to answer any questions that the families have about Habitat.

#### **Phase 5: Family Selection**

After all home visits are completed, the Committee will meet to make a final decision and choose which families will be recommended to the Board of Directors to become the next Habitat families. The Board of Directors will make the final decision based on recommendations from the FSC. All applicants will be notified at this time as to whether or not they have been selected.



## **PARTNER FAMILY APPLICATION CHECKLIST**

Please include the following:

- Your Completed Application with Income and Expense Worksheet
- A copy of your U.S. Birth Certificate OR Permanent Residency Card
- A copy of your Social Security Card
- A copy of your Driver's License OR Colorado ID
- Copies of pay stubs for all employment
- Copies of current year's W2 forms (for all employment)
- Copies of the past TWO years tax return
- A copy of your current lease agreement OR a recent rent receipt
- Copies of monthly billing statements- refer to section 10 of application
- Copies of bank statements for checking, savings, and other accounts- refer to section 9 of application

**ALL COPIES ARE REQUIRED OF CO-APPLICANTS**