



Community Housing Development Corporation
 1535-A Fred Jackson Way (formerly Third St.), Richmond CA 94801
 ph: (510) 412-9290 / (707) 652-786 • fax: (510) 215-9276

Homebuyer Program Intake Form

Participant

| | | |
|---|-----------------------------|---------------------------|
| Last Name Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> | First Name | Middle |
| Address | City, Zip | Rent Amount Paid |
| Home Phone | Work Phone | Cell Phone |
| Email Address | Previous Address, City, Zip | How long at this address? |

Preferred method of contact? Home Work Cell E-mail

Co-Participant

| | | |
|---|------------------------|---------------------------|
| Last Name Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> | First Name | Middle |
| Address | City, Zip | Rent Amount Paid |
| Home Phone | Work Phone | Cell Phone |
| Email Address | Previous Address, City | How long at this address? |

Preferred method of contact? Home Work Cell E-mail

Household Members: Information about **yourself** and all who will be moving in with you:

| Name | Marital Status | Social Security # (if over 18 yrs) | Date of Birth | Relation to participant |
|------|----------------|------------------------------------|---------------|-------------------------|
| | | | | SELF |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Employment Income: Past two year's employment for every employed household member.

| Name | Company Name and Address | Phone | Start & End Dates | Gross Annual Income |
|------|--------------------------|-------|-------------------|---------------------|
| | | | | |
| | | | | |
| | | | | |

More employment? Check here and list on a separate page.

Other Income: SSI, AFDC, child support, interest income, etc. rec'd by any household member.

| Household Member | Source of Income | Gross Annual Income |
|------------------|------------------|---------------------|
| | | |
| | | |
| | | |

More income? Check here and list on a separate page.

Total Household Gross Annual Income from All Sources:

| | |
|---------------------|--|
| 2012 (year to date) | |
| 2011 | |
| 2010 | |

Assets:

| Cash Assets: | Amount/Value | Bank Name/Description of Asset: |
|------------------------------------|--------------|---------------------------------|
| Checking Account | | |
| Savings Account | | |
| Monetary Gifts | | |
| Stocks/Retirement Accounts | | |
| Other | | |
| Amount Available for Down Payment? | | Source of Down Payment? |

Please answer the following questions as they apply to the Participant or Co-Participant.

Are you interested in any particular property? If so, which one? _____

How did you hear about this program? _____

Have you owned any real estate within the last three years? Yes No

Demographic Information:

1. Gender? Female Male
2. Head of Household: Are you the head of the household? Yes No
3. If not the head of household, is the head of the household female? Yes No
4. Do you receive income from any of the following sources? CalWORKS Food Stamps
 General Assistance Social Security Medi-cal Other _____
5. Marital Status: Married Single
6. Education: College Vocational High School/GED Primary None
7. Are you a U.S. Citizen? Yes No
8. Are you a Permanent Resident Alien? Yes No
9. Are you a Non-Permanent Resident Alien? Yes No
10. Foreign Born? Yes No
11. What is your primary language: _____
12. Are you permanently disabled? Yes No
13. Are you a Veteran? Yes No
14. Race (check only one):
 American Indian/Native Alaskan American Indian/Black Asian
 Native Hawaiian/Pacific Islander White Asian/White
 American Indian/White Black Black/White
 Hispanic Ethnicity (Please also check one of the racial categories if you select this category)
 Other (specify): _____ Decline to State
15. Are you of Hispanic/Latino Ethnicity? Yes No
16. What is your highest Level of Education? Did Not finish High School GED
 Graduated High School Some College Associate's Degree Bachelor's Degree
 Master's Degree PHD Other: _____

HOUSING COUNSELING AGENCY DISCLOSURE STATEMENT

Community Housing Development Corporation (CHDC) rents, manages, and sells properties. We offer down payment assistance loans to first time homebuyers through the State of California's CalHome program. CHDC currently works in financial partnership with the following agencies: City of Antioch Redevelopment Agency / Bank of America / Citibank / Contra Costa County Redevelopment Agency / City of Emeryville Redevelopment Agency / Mechanics Bank City of Vallejo / City of Richmond Redevelopment Agency / Wells Fargo Bank / City of Walnut Creek Redevelopment Agency / East and West Contra Costa County SparkPoint Centers.

By signing below, I certify that the information I provide in this intake form is true and correct. I authorize Community Housing Development Corporation (CHDC) to verify this information for the purpose of helping me attain my goal of homeownership.

I authorize CHDC to obtain my credit report, and share this and other information I provide in my intake form with potential mortgage lenders, government agencies, and first-time homebuyer assistance programs for statistical purposes.

By accepting CHDC's homeownership counseling services, I acknowledge that I am in no way obligated to purchase or rent CHDC's services and/or properties or services and/or properties owned by agencies partnering with CHDC.

Participant's Signature _____ Date _____

Co-Participant's Signature _____ Date _____

⇒ **You must submit COPIES of your documentation with this intake form. We will not accept original documents. Your intake form to the Homebuyer Program cannot be accepted without the following:**

- Legible, current, government issued, photo ID for each applicant (driver's license, state ID card, passport, resident alien card etc.).
- A non-refundable \$20.00 credit check fee *per participant* and \$20.00 materials fee. (There is a \$25 returned check fee).
- Most recent consecutive paycheck stubs for each household member over 18 years old, covering the most recent full calendar month, plus any checks received since the last full calendar month.
- Most recent three months bank statements for all bank accounts. All pages/sides.
- Most recent three years of **Federal Tax Return** with schedules and W2's for each household member over 18 years old. **NO STATE RETURNS PLEASE!**

⇒ **Return the completed forms, credit check fee, and all documentation to:**

**CHDC Homebuyer Program
1535-A Fred Jackson Way, Richmond, CA 94801**

