



P.O Box 171, Junction City, OR 97448 [www.jchmhabitat.org](http://www.jchmhabitat.org) 541-998-9548

## FAMILY PARTNERSHIP APPLICATION INSTRUCTIONS

Thank you for your interest in partnering with Junction City/Harrisburg/Monroe Habitat for Humanity. Please complete this Application Form and return it with all requested documentation. All information received will be kept **absolutely confidential**.

If you need additional space to complete any section, please attach a separate page and clearly mark which section you are supplementing. Mark it "Applicant 1," "Applicant 2," etc.

This form asks for information about an Applicant and a co-Applicant. If you want us consider additional people for the financial review and for house sizing, please use another Application Form to give information on the additional Applicants and attach it to the primary form. If you are selected for partnership, the additional people will be listed on the property title when we sell the house to you.

You must be a legal U.S. resident to apply for Habitat partnership. However, a non-legal spouse's information can be included for consideration. List the information under Applicant 2 and mark it "non-legal spouse."

We ask for copies of many documents. Please feel free to come into the office (177 West 6<sup>th</sup> Avenue in Junction City) to make these copies at no cost to you. Please note that the office is open Tuesday through Friday, from 10:00 a.m. to 3:00 p.m. Please call (541-998-9548) before coming to assure that someone is available to assist you.

We know the Application Form can feel complicated. Please call the office if you need assistance.

**Below is a checklist of items you *must* include with your Application Form. Please read carefully and include these items.**

- The Application Form. Use a second Application Form to include more than two people.
- If you are separated or divorced with minor children, include a copy of the legal documents which show you have custody of the child(ren) for 50% of the time. Your IRS 1040 form should show the children as dependents.
- Two years IRS 1040 Form (Federal only), with W2s, for all Applicants and non-Applicant spouses.
- Proof of legal United States residency for the Applicant and co-Applicant. Acceptable documents include birth certificate, green card or naturalization papers, or passport. It is not necessary to provide residency proof for dependent children. *A copy of your driver's license is not proof of residency.*
- Completed Criminal Background Check questionnaire for each adult (18 and older) household member.
- Copies of all bills, rent receipts, bank statements, pay stubs and other information requested in the form. ***Include two months for each for all applicants.***
- If you have declared bankruptcy, please include a copy of the discharge papers.
- If you receive public benefits (Social Security, SSI, or disability), please include a copy of your awards letter.
- Copy of driver's license or government-issued identification for each applicant.

**If you have difficulty getting the requested items, submit your Application Form by the deadline with a letter explaining what is missing and how you plan to get the missing item(s).**