



**Neighborhood Partnership Housing Services Inc.
Land Trust Loan Application**

Program Overview

Neighborhood Partnership Housing Services created the Land Trust program as part of its holistic framework to develop, preserve, and protect affordable homeownership opportunities throughout the Inland Valley. A Land Trust provides sustained affordability to eligible low income homebuyers by selling eligible applicants properties below market value via a Land Lease in which the borrower is sold the home and leases the land it resides on for a period of 99 years. The borrower will agree to owner occupy the property as their primary residence. In the event the borrower were to sale the home or no longer occupy the home, the borrower would agree to resale the property at a determined affordable sales price to a future income qualified borrower.

Interested applicants can submit complete applications to NPHS at 9551 Pittsburgh Avenue, Rancho Cucamonga, CA 91730 via mail or emailed to Curtis@nphsinc.org for review. The application deadline for submitting complete applications is April 30, 2020 at 5:00 p.m. The eligible buyer will be determined shortly after the application deadline. Incomplete applications will not be accepted and processed. Applicants are encouraged to complete the Self-Assessment Questionnaire before submitting the Land Trust Loan Application.

Land Trust Eligibility and Application Process

All complete applications submitted during the application period will undergo full verification of eligibility from which qualified applicants will be reviewed and a purchaser will be determined based on the best qualified applicant.

Please contact NPHS at (909) 988-5979 or visit us at 9551 Pittsburgh Avenue, Rancho Cucamonga, CA 91730 if you have questions regarding the application process.



NPHS Land Trust Self-Assessment Questionnaire

This Self-Assessment Questionnaire is to be used as a preliminary self-assessment tool for interested families looking to participate in the NPHS Land Trust program.

The Questionnaire is only to be used as a guide for a potential applicant to determine their qualifications to participate in the Land Trust program to purchase the affordable property. This Self-Assessment Questionnaire does not establish, expressly or by implication that a potential applicant will be eligible for, or will be approved for, the purchase of the affordable property.

Self-Assessment Questionnaire

- Are you a first time homebuyer (Meaning you or anyone else in your household have not owned a home in the last 3 years) ? **YES / NO**
- Do you intend to occupy the property as your primary residence? **YES / NO**
- Do you understand you are applying for a Land Trust property with resale restrictions? **YES / NO**
- Do you have a credit score at or above 680? **YES / NO**
- Do you have a minimum gross Household income of \$46,500? **YES / NO**
- Please review the chart below. Is your total gross Household income below the maximum amount indicated for your given household size? **YES/NO**

Household Size	Max Income
3	\$54,250
4	\$60,250
5	\$65,100
6	\$69,900
7	\$74,750
8	\$79,550

If you answered **NO** to any of these questions, you are not eligible to participate in the Land Trust program

If you answered **YES** to all the questions, please proceed with completing the Land Trust Application.

Should you have further questions please contact NPHS at (909) 988 5979.

**Please contact NPHS for a list of participating first mortgage lenders for this program.*



NPHS Land Trust Loan Application

APPLICATION INSTRUCTIONS

Please complete the attached application. The information provided is confidential and shall be used for determining eligibility to participate in the NPHS Land Trust program . In addition to completing this application, please submit Phase 1 documents for all persons receiving income in the household at the time of application to determine your eligibility.

Phase 1: Documents to be submitted with initial application to determine eligibility.

- ✓ Self-Assessment Questionnaire
- ✓ Signed Application, Disclosures and including Exhibit A
- ✓ Copy of Driver's License and Social Security
- ✓ Copy of last 4 most recent paycheck stubs for all persons living in the household
- ✓ Copy of Last 3 years Federal Income Tax Returns with W-2s
- ✓ If Self-Employed must provide a Year-to-Date Profit and Loss Statement along with the previous 3 years Federal Tax Returns from a qualified institution
- ✓ Copy of other income documentation such as Alimony, Child Support, Social Security, SSI, Retirement and Disability (supply a copy of the award letter or a copy of the check or direct deposit bank statement)
- ✓ Copy of all pages from the 3 most recent bank statements of all accounts (showing the required down payment from the borrower's own funds). Must include other accounts such as mutual funds, stocks, bonds, 401K and IRAs
- ✓ Copy of Credit Report for ALL Applicants
- ✓ Copy of First Mortgage Loan Pre-Approval Letter (To be submitted by lender)
- ✓ 1003 Application from Participating First Mortgage Lender (To be submitted by lender)

Phase 2: Documents to be submitted by first mortgage lender 15 days prior to closing.

- ✓ Fully executed purchase contract
- ✓ Final loan approval letter from First Mortgage Lender
- ✓ Loan Estimate
- ✓ Escrow instructions with vesting
- ✓ Preliminary Title Report with wire instructions
- ✓ Appraisal
- ✓ Verification of Employment
- ✓ Closing Disclosure
- ✓ Homebuyer Education Certificate of Completion with Neighborhood Partnership Housing Service

NPHS Land Trust Program Loan Application

Applicant Information

First Name: _____ MI: _____ Last Name: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Cell Telephone: _____ Birth date: _____ Email: _____

Mailing address: _____ Social Security Number: _____

Race: (Please Select All That Apply)

1. White _____ 2. Black or African American _____ 3. Asian _____ 4. American Indian _____ 5. Pacific Islander _____ 6. Other _____

Ethnicity (please select "yes" or "no" for Hispanic Origin. You should select both a "Race" category and a "yes" or "no" for Hispanic origin:

Hispanic: ☐ Yes ☐ No

Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed

Disability/ Special Need ☐ Yes ☐ No

Veteran ☐ Yes ☐ No

First Time Homebuyer ☐ Yes ☐ No

Foreign Born: ☐ Yes ☐ No

Primary Language: _____

Section 1: Employment Information

Current Employer: _____ Work Phone: () _____

Employers Address: _____

How long have you been with your current employer?: _____ Hire Date: _____

Your Job Title/ Position: _____ Compensation: \$ _____/Yr.

Hourly Rate: \$ _____/hr. Hours Worked Per Week: _____

Gross Monthly Income (before taxes): \$ _____ Net Monthly Income (after taxes): \$ _____

Supervisors Name: _____ Supervisors Phone Number: () _____

Self Employed?: ☐ Yes ☐ No

Self Employed P&L (Year to Date Gross): \$ _____ (If applicable)

Self Employed P&L (Year to Date Net): \$ _____ (If applicable)

Section 2: Housing Arrangement and History

Describe your current housing arrangement:

☐ Homeowner with Mortgage

☐ Rent: \$_____ Per Month

☐ Does Not Pay Rent

☐ Homeowner with a Mortgage \$_____ Per Month

How long have you lived at your current residence: _____

Have you or any other person listed on this application, purchased or had ownership interest in a residential unit within the last 3 years:

☐ Yes ☐ No

Section3: Home Ownership Information

Have you or any other person listed on this application, purchased or had ownership interest in a residential unit within the last 3 years:

☐ Yes ☐ No

Have you or your co-applicant filed for bankruptcy or foreclosed on a property in the past 3 years: ☐ Yes ☐ No

What is maximum housing payment you are comfortable making? \$_____

Section 4: Household Type Information

☐ Male/Female-headed Single-Parent Household

☐ Married with Dependents

☐ Married without Dependents

☐ Single Adult

Household Size: _____

Number of Dependents: _____

Ages of Dependents: _____, _____, _____, _____, _____

Section5: Assets

Borrower

Balance

Checking Account: \$_____

Savings Account: \$_____

Money Market: \$_____

Other (stocks, bonds, ext.): \$_____

401K and Retirement: \$_____

Co-Borrower

Balance

Checking Account: \$_____

Savings Account: \$_____

Money Market: \$_____

Other (stocks, bonds, ext.): \$_____

401K and Retirement: \$_____

How much do you have for your down payment: \$_____

Section 6: Liabilities

Borrower

<u>Name</u>	<u>Unpaid Balance</u>	<u>Monthly Payment:</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Co-Borrower

<u>Name</u>	<u>Unpaid Balance</u>	<u>Monthly Payment:</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Are all debts listed? ☐ Yes ☐ No

Is any debt past due? ☐ Yes ☐ No How many months? _____

Have you or your co-applicant filed for bankruptcy or foreclosed on a property in the past 3 years? ☐ Yes ☐ No

Section 7: Lender Information

☐ I have been pre-approved for a first mortgage: ☐ Yes ☐ No

☐ I am in contract to buy a house and have a closing date for my loan: ☐ Yes ☐ No If yes, please enter the closing date: _____

Name of Loan Officer: _____

Name of Bank: _____

Telephone of Loan Officer: _____

Email of Loan Officer: _____

NPHS Land Trust Program Loan Application

Co-Applicant Information

First Name: _____ MI: _____ Last Name: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Cell Telephone: _____ Birth date: _____ Email: _____

Mailing address: _____ Social Security Number: _____

Race: (Please Select All That Apply)

1. White _____ 2. Black or African American _____ 3. Asian _____ 4. American Indian _____ 5. Pacific Islander _____ 6. Other _____

Ethnicity (please select "yes" or "no" for Hispanic Origin. You should select both a "Race" category and a "yes" or "no" for Hispanic origin:

Hispanic: ☐ Yes ☐ No

Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Separated ☐ Widowed

Disability/ Special Need ☐ Yes ☐ No

Veteran ☐ Yes ☐ No

First Time Homebuyer ☐ Yes ☐ No

Foreign Born: ☐ Yes ☐ No

Primary Language: _____

Section 1: Employment Information

Current Employer: _____ Work Phone: () _____

Employers Address: _____

How long have you been with your current employer?: _____ Hire Date: _____

Your Job Title/ Position: _____ Compensation: \$ _____/Yr.

Hourly Rate: \$ _____/hr. Hours Worked Per Week: _____

Gross Monthly Income (before taxes): \$ _____ Net Monthly Income (after taxes): \$ _____

Supervisors Name: _____ Supervisors Phone Number: () _____

Self Employed?: ☐ Yes ☐ No

Self Employed P&L (Year to Date Gross): \$ _____ (If applicable)

Self Employed P&L (Year to Date Net): \$ _____ (If applicable)

Section2: Housing Arrangement and History

Describe your current housing arrangement:

☐ Homeowner with Mortgage

☐ Rent: \$ _____ Per Month

☐ Does Not Pay Rent

☐ Homeowner with a Mortgage \$ _____ Per Month

How long have you lived at your current residence: _____

Have you or any other person listed on this application, purchased or had ownership interest in a residential unit within the last 3 years:

☐ Yes ☐ No

What is maximum housing payment you are comfortable making? \$ _____

Section3: Home Ownership

Have you or any other person listed on this application, purchased or had ownership interest in a residential unit within the last 3 years:

☐ Yes ☐ No

Have you or your co-applicant filed for bankruptcy or foreclosed on a property in the past 3 years:

☐ Yes

☐ No

What is maximum housing payment you are comfortable making? \$ _____

Section 4: Relation to Applicant

☐ Grandfather/Grandmother
☐ Father/Mother

☐ Husband/Wife
☐ Sister/Brother

☐ Uncle/Aunt
☐ Girlfriend/ Boyfriend

☐ Niece/Nephew
☐ Domestic Partner

☐ Son/Daughter

Acknowledgement and Certifications

By signing below, I acknowledge, accept and certify the following:

1. I am aware that my application is being submitted to NPHS for review of eligibility to purchase an affordable home being developed as part of the NPHS Land Trust program.
2. I am aware the affordable home being purchased as part of the NPHS Land Trust program is required to be used as my primary residence, otherwise repercussions may occur.
3. I am aware under that the NPHS Land Trust program will require me to enter into a 99 year Land Lease that will ensure future affordability to low income households and will restrict the property to be resold at an affordable sales price to other income qualified applicants.
4. I understand this program is designed for low income households at or below 80% of the county median income per household.
5. I understand that homes are not guaranteed and are only available for the eligible qualified buyers of the affordable property.
6. I understand and agree that NPHS is not responsible for the loss of any earnest money deposits or any other monetary losses associated with my purchase transaction or as a result of this application being either approved or denied.
7. I understand and agree that NPHS is not responsible for any fees, costs, or additional expenses associated with my purchase transaction or incurred as a result of this application being either approved or denied.
8. I understand that NPHS reserves the right to reverse any eligibility approvals based on additional information discovered that proves the applicant is not eligible for assistance.
9. I understand that once my application is submitted, I will not be permitted to make any changes that will affect my ratios, household size, income, and number of dependents. It is my responsibility to verify the completeness and accuracy of my application before it is submitted to NPHS for review.
10. I certify that I have not had ownership interest in a residential unit within the last three years.
11. I agree that this application is the property of NPHS and need not be returned to me.
12. I certify that the information contained in this application including all exhibits is true and complete as of the date below.
13. I understand that my complete application including listed required Phase 1 documents listed on Page 4 must be submitted no later than April 30th at 5:00 p.m. either by email or in person to NPHS in order to be considered for the Land Trust program. Complete applications can be emailed to curtis@nphsinc.org

IF ANY INFORMATION IS WITHHELD, FALSIFIED, OR WILLFULLY MISREPRESENTED, NPHS RESERVES THE RIGHT TO REFUSE FUNDING, OR TO CALL THE LOAN DUE-IMMEDIATELY UPON DEMAND. ACCEPTANCE OF THIS APPLICATION BY NPHS DOES NOT MEAN YOU HAVE BEEN APPROVED FOR A LOAN. NPHS WILL NOTIFY YOU IN WRITING IF YOU HAVE BEEN APPROVED OR DENIED A LOAN.

Applicant Signature

Date

Co-Applicant Signature

Date

NON-BORROWER'S EMPLOYMENT AND INCOME INFORMATION

(Exhibit A)

List names and income/employment information of additional family members who will be living in the house that are **Non-Borrowers** of this purchase transaction:

Non-Borrower Name: _____

Employer _____

Monthly Gross Income: _____

Non-Borrower Name: _____

Employer _____

Monthly Gross Income: _____

Non-Borrower Name: _____

Employer _____

Monthly Gross Income: _____

Office Use Only

Total Borrowers Monthly Gross Income:

\$ _____

Total Non-Borrowers Monthly Gross Income:

\$ _____

Total Household Monthly Gross Income:

\$

**Neighborhood Partnership Housing Services
Disclosure of Programs and Services**

NPHS receives funding from HUD under the Housing Counseling Program as well as funding from Bank of America, JPMorgan Chase, Comerica Bank, Citi Foundation, Wells Fargo, Fannie Mae and Freddie Mac. NPHS is also an approved Freddie Mac Borrower Help Center and a member of the Fannie Mae Mortgage Help Network. NPHS clients are under no obligation to use any of the above stated organizations for any type of services.

You have the opportunity to “opt-out” of disclosures of your nonpublic personal information to third parties, that is, direct us not to make those disclosures.

If you choose to “opt-out”, we will not be able to answer questions from our partners. If at any time you wish to change your decision with regard to your “opt-out”, you may call us at (909) 988-5979 and do so. **Please initial below to accept or decline disclosure to NPHS third party partners. NPHS receives funds from partners that enable us to provide assistance to families in need. NPHS is contractually required to provide non-personal information regarding our performance and demonstrate adherence to the rules and regulations, regarding foreclosure education and counseling, to ensure that clients receive appropriate assistance.**

Please Initial below:

Primary Client:

Co-Client

To Accept _____ To Decline _____

To Accept _____ To Decline _____

I understand that Neighborhood Partnership Housing Services (NPHS) provides homebuyer education and counseling, down payment assistance loans and grants, and I am under no obligation to use NPHS programs and services.

I understand that NPHS does not receive referral fees from any lenders in the “Approved Lenders” list and I am under no obligation to use any particular lender.

I understand that NPHS does not have financial arrangements with its volunteer instructors and I am under no obligation to receive services from the volunteers and other NPHS community partners.

I understand that I am under no obligation to utilize the services of Neighborhood Partnership Housing Services’ partners (i.e., lenders, realtors, and insurance).

I further understand that I am under no obligation to use the services and, or, loan programs provided by Neighborhood Partnership Housing Services.

I understand that NPHS owns and sells properties and I am under no obligation to purchase those properties and that there are other alternative sources of homes for purchase.

Primary Client

Date

Co-Client

Date

Counseling Agreement (page 1 of 2)

Neighborhood Partnership Housing Services (NPHS) is committed to assuring the privacy of individuals and/or families who have contacted us for assistance. We realize that the concerns you bring to us are highly personal in nature. We assure you that all information shared both verbally and in writing will be managed within legal and ethical considerations. Your “non-public personal information,” such as your total debt information, income, living expenses and personal information concerning your financial circumstances, will be provided to creditors, program monitors, and others only with your authorization and signature on the **Disclosure of Programs and Services**. We may also use anonymous aggregated case file information for the purposes of evaluating our services, gathering valuable research information for designing future programs.

Types of Information that we gather about you

- Information we receive from you verbally, on applications or other forms, such as your name, address, social security number, assets, and income.
- Information about your transactions with us, your creditors, or others, such as your account balance, payment history, parties to transactions and credit card usages.
- Information we receive from credit reporting agencies, such as your credit history.

Release of your Information to third parties

1. So long as you have not opted-out per the **Disclosure of Programs and Services** form, we may disclose some or all of the information that we collect, as described above, to your creditors or third parties where we have determined that it would be helpful to you, would aid us in counseling you, or is a requirement of grant awards which make our services possible.
2. We may also disclose non-public personal information about you or former customers to anyone as permitted by law (e.g., if we are compelled by legal process).
3. Within the organization, we restrict access to non-public personal information about you to those employees who need to know that information to provide services to you. We maintain physical, electronic and procedural safeguards that comply with federal regulations to guard your non-public personal information.

Neighborhood Partnership Housing Services and its counselors agree to provide the following services:

- Assess current financial situation
- Analysis of mortgage default, including the amount and cause of default
- Development of an action plan
- Presentation and explanation of reasonable options available to the homeowner
- Presentation and negotiation of possible remedies with mortgage servicers
- Assistance in communication with the mortgage servicer and other creditors
- Explanation of collection and foreclosure process
- Identification of assistance resources
- Confidentiality, honesty, respect and professionalism in all services
- As the final outcome lies with the servicer, our counselors are not able to guarantee and solution.

Counseling Agreement (page 2 of 2)

I/We, _____ agree to the following terms of service:

1. I/We understand that **Neighborhood Partnership Housing Services** provides foreclosure mitigation counseling after which I/We will receive a written action plan consisting of recommendations for handling my/our finances, possibly including referrals to other housing agencies as appropriate.
 2. I/We understand that **Neighborhood Partnership Housing Services** receives Congressional funds through the National Foreclosure Mitigation Counseling (NFMC) program and, as such, is required to share some of my personal information with NFMC program administrators or their agents for purposes of program monitoring, compliance and evaluation.
 3. I/We give permission for NFMC program administrators and/or their agents to pull my credit report up to two additional times between now and the end of the fiscal year and to give authorization for NFMC program administrators and/or their agents to follow-up with me between now and the end of the fiscal year for the purpose of program evaluation.
 4. I/We acknowledge that I/We have received a copy of **Neighborhood Partnership Housing Services: Disclosure of Programs and Services**, included in this Home Preservation Packet.
 5. I/We may be referred to other housing services of the organization or another agency or agencies as appropriate that may be able to help with particular concerns that have been identified. I/We understand that I/We am not obligated to use any of the services offered.
 6. A Counselor may answer questions and provide information, but not give legal advice. If I/We want legal advice, I/We will be referred for appropriate assistance.
 7. I/We understand that **Neighborhood Partnership Housing Services** provides information and education on numerous loan products and housing programs and I/We further understand that the housing counseling I/We receive from **Neighborhood Partnership Housing Services** is no way obligated me/us to choose any of these particular loan products or housing programs.
- I/We will always provide honest and complete information to my/our counselor, whether verbally or in writing.
 - I/We will provide all necessary documentation and follow-up information within the timeframes requested.
 - I/We will be on time for appointments and understand that if we are late for an appointment, the appointment will still end at the scheduled time.
 - I/We understand that repeated no-shows or excessive cancellations may result in cancellation of services.
 - I/We understand that I/We **must** have an appointment to meet with counselor and that should I/We walk-in I/We will be given an appointment for a later date and time.
 - I/We understand that once I/We are an established client I/We may drop off documentation and that counselor availability is **not** guaranteed without an appointment.
 - I/We will call within 6 hours of a scheduled appointment if I/We will be unable to attend an appointment.
 - I/We will contact the counselor about any changes in our situation immediately.
 - I/We understand that breaking this agreement may cause the counseling organization to sever its service assistance to me/us.

Primary Client

Date

Co-Client

Date

Counselor

Date

PRIVACY POLICY

Neighborhood Partnership Housing Services takes the financial privacy of its customers very seriously. This notice describes our policy on collection and disclosure of personal non-public information. Personal non-public information, as used in this notice, means information that identifies an individual personally, and is not otherwise publicly available information. During the course of counseling and processing your application, we accumulate non-public personal information from you and from other sources about your income, your assets, and your credit history in order to allow Neighborhood Partnership Housing Services the necessary information to advise you and to make an informed decision regarding your case.

Information We Collect

We collect personal, non-public information regarding you to help support our lending and counseling operations, and to aid you in shopping for and obtaining a home mortgage. We request such information from the following sources:

- Homebuyer Education, Counseling, and Lending Intake Forms
- Required and requested Documents
- Consumer credit reporting agencies
- HUD-1 Settlement Statements

Information We May Disclose

We may disclose the following:

- Information from your applications and other forms, such as your name, address, social security number, assets and income
- Information that we receive from required and requested Documents
- Information we receive from a consumer credit reporting agency, such as your creditworthiness, credit score, or credit history

To Whom We May Disclose

We may also disclose personal non-public information to third parties as permitted by law. We may disclose your personal, non-public information, to the following third parties:

- Financial service providers, such as companies engaged in providing home mortgage or home equity loans
- Government and private agencies such as Housing and Urban Development (HUD) and Neighbor Works America (NWA), but only for purposes of program reviews, auditing, research and oversight purposes
- Real Estate affiliates and/or Realtors and Real Estate Developers in connection with your purchase transaction

Confidentiality and Security

We restrict access of your non-public personal, information about you to our employees who need to know that information to provide products or services to you, including but not limited to underwriting and servicing of loans, making loan decisions, aiding you in obtaining loans from others, and counseling. We maintain physical, electronic, and procedural safeguards that comply with HUD regulations to guard your personal non-public information. We do not disclose customer information to companies that perform marketing services.

PRIVACY CHOICES

Directing Us Not to Make Disclosures to Unaffiliated Third Parties

If you prefer that we not disclose your personal non-personal non-public information to unaffiliated third parties, you may opt out of those disclosures. You may direct us not to make those disclosures (other than disclosures permitted by law). You may opt out as follows by requesting so in writing:

1. Limit disclosures of personal, non-public information about me to unaffiliated third parties other than non-profit organizations involved in community development.
2. Limit disclosures of personal, non-public information about me to nonprofit organizations involved in community development that are used only for program review, auditing, research and oversight purposes.

If you want to opt out, that is, if you want to direct us not to use your personal information (other than disclosures permitted by law) as described in this notice, you may do so by contacting Neighborhood Partnership Housing Services Staff.

Primary Applicant Signature_____

Date_____

Co-Applicant Signature_____

Date_____

Credit Report Request & Authorization

Applicant Personal Information

Last Name	First	MI
SSN	Date of Birth	Suffix
Address		Apt
City	State	Zip

Co-Applicant Personal Information

Last Name	First	MI
SSN	Date of Birth	Suffix
Address		Apt
City	State	Zip

Authorization

I authorize NPHS to pull my credit report, and review my credit file in connection with my participation in NPHS' Programs, using an online credit reporting source.

- (a) _____ Initial if Applicant and Co-Applicant are married
 (b) _____ Initial if you are authorizing NPHS to process a one-time transaction. Fee to be charged: Single-\$25.00. Couples will be charged at the single rate for a total of \$50.00. Payments can be made by cash or check only.

I understand that information about services provided to me may be used to conduct research and reporting, related to service needs, income supports, education and employment, and program effectiveness. The use of this information for research and reporting may last beyond the actual delivery of current services. My name, social security number, or any other information that would identify me personally **will never** appear on research or a report. **I understand that any intentional or negligent representation(s) of the information contained on this form may result in civil liability and/or criminal liability under the provisions of Title 18, United States Code, Section 1001.**

Staff use only

Payment type:

- ☐ Cash
☐ Check # _____

Report run by: _____

Staff initials

Applicant Signature

Date

Co-Applicant Signature

Date