



Richmond Metropolitan
Habitat
for Humanity

**Homeownership
Applications
Accepted
March 1st - 31st**



Thank you for your interest in the Habitat for Humanity Homeownership Program. We believe everyone should have a safe and affordable place to call home. Over the past 35 years, Richmond Metropolitan Habitat for Humanity has partnered with over 360 families to achieve stability, self-sufficiency and strength through homeownership. We strive to build 10 homes annually, either through rehabilitating an existing home or building a newly constructed home.

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Habitat for Hero's - Veterans Only

Veterans must complete only 200 hours of sweat equity. Veterans receive a 25% discount off the appraised value of the home in the form of forgivable financing.

Still have a question? Visit our website at www.richmondhabitat.org/homeownership or by phone at 804-232-7001, x115.



Qualifications to Become a Habitat Homeowner

In Need of Better Housing

The following are examples of need:

- You currently live in overcrowded or unsafe conditions
- You would be homeless if not for friends or family
- You are in need of, and currently do not have, handicap accessibility
- You cannot qualify for a traditional mortgage
- You pay more than 35% of your gross income for rent and utilities

Able to Pay an Affordable Mortgage

Housing History

- You have held a lease for your housing in the past 12 months in your name.
- You have not owned a home in the past 3 years or experienced a home foreclosure in the past 7 years.

Credit Requirements

- We pull a credit report on each applicant.
- Any reported judgements must be paid within 30 days of applying. You will be notified and given a deadline via letter.
- You must provide a written and realistic plan to pay off all reported collections within 12 months. This plan can be in your own words and does not have to be set up through the creditor.
- If you have ever filed for bankruptcy, it must be 5 years since a Chapter 7 was discharged or 3 years since a chapter 13 was discharged.

Income Requirements

Your gross income must fall within the chart below. (Income Calculator available on our website)

Family Size	1	2	3	4	5	6	7	8
Minimum	\$30,000	\$30,000	\$30,000	\$30,000	\$31,040	\$35,580	\$40,120	\$44,660
Maximum	\$50,400	\$57,600	\$64,800	\$72,000	\$77,800	\$83,550	\$89,300	\$95,050

- Sources of income include wages, child support, social security, retirement, and alimony.
- For qualification purposes, there must be a reasonable expectation income will continue for 3 years after you close on your home. For example, a child who receives social security benefits ending at age 18 must not have turned 15 before closing. The same would apply to child support.
- A consistent 2-year employment history is required, if your income is received from employment.

Criminal Background

- We will complete a criminal background check and sex offender registry check.

Willing to Partner with Habitat

Personal Time Commitment

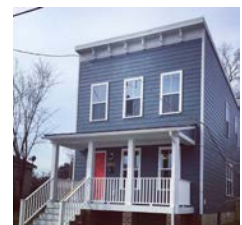
- You are willing to invest 350 hours of time volunteering (sweat equity) to help build your house, build the houses of others, volunteer at the ReStore(s), attend budgeting meetings and attend Homebuyer Club classes. The requirement is 200 hours for qualifying Veterans.

Applying

Steps to apply in March:

1. By March 1st, the updated application with list of available properties will be posted on our website at: www.richmondhabitat.org/homeownership
2. Applications will be accepted the entire month of March.
3. Out of Pocket Cost
 - a. You will pay a \$27 program fee for each applicant (does not apply to dependents).
 - b. If you are accepted into the program, you will pay a down payment of \$1000 or 1% of the purchase price which is due before construction on your home begins.
 - c. If you are accepted into the program, you will pay approximately \$500 for your 1st year's homeowner's insurance at closing.
4. Before you submit your application, you should take the following steps:
 - a. Visit each property in person and select the top 3 properties you would prefer. It's very important you have physically visited the properties. Buying a home is a big commitment and you want to be sure you are comfortable where your future home will be.
 - b. Please read and fill out all parts of the application carefully and completely. Leaving out information could disqualify your application.
 - c. Please visit our website for a list of documents that must be submitted with your application.
5. Mail completed applications, **copies** of documents & money order to:

Richmond Metropolitan Habitat for Humanity
2281-A Dabney Rd. Richmond, VA 23230



**Pictured Above: Examples of past homes completed by RMHFH for Partner Families.*

Timeline After Applying

The Homeownership Program is a long-term commitment and a partnership between you and Habitat for Humanity. The application process takes an average of 4 months and the typical timeframe between approval for the program and the purchase of a home is approximately 24 months.

After Applying

Within 30 days of receiving your application, we will notify you of the status of your application via mail or email (based on the preference you selected in your application). You will receive one or more of the following:

- Letter to inform you your application was denied.
- Notice of incompleteness stating required missing documents due by deadline.
- Notice of items on your credit report needing to be addressed by deadline.
- Letter requesting additional documents by deadline for the second phase of qualification. This letter will only be sent once all first phase requirements have been met.

Committee Selection

- Eligible applicants will be reviewed by our volunteer Homeowner Services Committee. You will be contacted in advance of the meeting letting you know you are eligible and when you can expect to learn if your application was selected for a home. The Committee typically meets in June. The Homeowner Selection Manager will contact you via telephone and follow up via writing to your preferred method of contact. Selected applicants become “Partner Families.”

Orientation

- New Partner Families will be required to attend an Orientation Meeting typically held in July.

Initial Sweat Equity

- New Partner Families are required to complete 30 hours of sweat equity in the first 30 days following orientation. Volunteer hours must be completed after attending orientation only.
- To learn more, visit our website at; www.richmondhabitat.org/volunteer.

Partner Family Schedule (estimated)

June: Your *New Partner Family Information* packet will be sent to you by mail.

July: New Partner Families attend orientation to learn what to expect during your partnership.

August: New Partner Families meet one-on-one with your budget mentor. Monthly or bi-monthly budgeting will begin once you have completed your first class & will continue throughout the partnership until you close on your home.

February: New Partner Families begin 10 monthly Homebuyer Club classes.

Program Completion: Anticipated completion dates for each home are listed on the “Available Properties” sheet included in the March application. Sweat Equity will be completed on a monthly basis to reach 350 hours before closing.