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 37 years, Richmond Metropolitan Habitat for Humanity has partnered with over 375 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.

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:

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

Able to Pay an Affordable Mortgage

Housing History

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

Credit Requirements

a. We pull a credit report on each applicant.
b. Any reported judgements must be paid within 30 days of applying. You will be notified and given a deadline via letter.
c. 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.
d. The total amount of collections must not exceed $2,500.
e. 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)

<table>
<thead>
<tr>
<th>Family Size</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
<td>$30,000</td>
<td>$30,000</td>
<td>$30,000</td>
<td>$30,200</td>
<td>$32,650</td>
<td>$37,190</td>
<td>$41,910</td>
<td>$46,630</td>
</tr>
<tr>
<td>Maximum</td>
<td>$56,400</td>
<td>$64,450</td>
<td>$72,500</td>
<td>$80,550</td>
<td>$87,000</td>
<td>$93,450</td>
<td>$99,900</td>
<td>$106,350</td>
</tr>
</tbody>
</table>

a. Sources of income include wages, child support, social security, retirement, and alimony.
b. 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.
c. A consistent 2-year employment history is required, if your income is received from employment.

Criminal Background

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

Willing to Partner with Habitat

Personal Time Commitment

a. 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 to Apply:
   a. You will pay a $30 program fee for each applicant (does not apply to dependents).

4. Out of Pocket Cost if you are selected for the Homeownership Program:
   a. You will pay a down payment of $1000 or 1% of the purchase price that is due before construction on your home begins.
   b. You will pay approximately $400 for an independent professional home inspection.
   c. You will pay approximately $500 for your 1st year’s homeowner’s insurance at closing.

5. Next steps and things to know before you submit your application:
   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, when possible. 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 note, supporting documents will be requested once your initial application has been reviewed and initially qualified to proceed. **Your initial submission should only include your completed application and program fee.**

6. Mail or drop off completed applications & money order at:
   Richmond Metropolitan Habitat for Humanity
   2281-A Dabney Rd. Richmond, VA 23230

7. Please allow up to 30 days once your application is submitted to inquire about its status. You may submit an online inquiry by clicking the “Application Status Request” link found on our website at www.richmondhabitat.org/homeownership.

*Pictured Below: 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 your application’s status via mail or email (based on your elected preference). Notices will include a deadline; no extensions will be made. You will receive one or more of the following communications:

- Letter requesting supporting documents.
- Notice of incompleteness for missing information within your application.
- Notice to address items on your credit report.
- Letter to inform you that your application was denied.

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 early July. The Homeowner Selection Manager will contact you via telephone and follow up in writing via your preferred method of contact. Once selected, applicants become “Partner Families.”

Orientation

- New Partner Families will be required to attend an Orientation Meeting 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 may only be completed after attending orientation.
- To learn more, visit our website at; [www.richmondhabitat.org/volunteer](http://www.richmondhabitat.org/volunteer).

Partner Family Schedule (estimated)

- **July:** 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 the partnership.
- **August:** New Partner Families meet one-on-one with a budget mentor for their first class.
- **September:** Monthly budgeting meetings 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. (Veteran requirement is 200 hours)