Items Needed for Homeownership Program

DO NOT SEND ORIGINAL DOCUMENTATION - COPIES ONLY.
ALL REQUIRED DOCUMENTS MUST BE TURNED IN WITH COMPLETED FORM TO BE PROCESSED.

Required Documents

1. Copy of valid identification, use **one** of the following:
   - ❑ Driver's license with photo
   - ❑ PA state photo identification
   - ❑ Passport with photo
   - ❑ Alien I.D. Card with photo
   - ❑ Armed Forces I.D. with photo

2. Income Verification, include income for all household members ages 18 and older:*
   - ❑ Earned Income: Most current paycheck stubs for 30-day period
   - ❑ Self-Employment/1099 Income: Most current two years of 1040 Tax Returns with all Schedules
   - ❑ (SSI): Supplemental Security Income Award Letter
   - ❑ (SSDI): Social Security Disability Insurance
   - ❑ Official court order for child support income

   *Reveal alimony, child support, separate maintenance or other income ONLY IF you want it considered as income for the Dollar Bank Homeownership Program.

3. Most current bank statements for two months

❑ Check or Money Order payable to Dollar Bank to cover the cost of your credit report:
   - ❑ $20.00 for each individual person
   - ❑ $37.00 for married couples
   - ❑ $40.00 for unmarried couples

❑ **Mail all of the above to:**

Dollar Bank, FSB
Community Development
20 Stanwix Street
17th Floor
Pittsburgh, PA 15222

AFTER WE RECEIVE ALL NECESSARY INFORMATION, WE WILL CONTACT YOU TO DISCUSS NEXT STEPS.

Questions?

Contact Community Development at:
community_development_pa@dollarbank.com
or 412-261-8109.

Homeownership Program Intake Form

How did you hear about the Dollar Bank Homeownership Program? ______

Applicant's Personal Data - for purposes of pulling your credit report

☐ Married ☐ Unmarried ☐ Separated

Name ______ Date of Birth ______

Number of Dependents ______ Ages ______

Home / Cell ______ Email Address ______

Social Security Number ______

Present Address ______

______

From (Month/Year) ______ To (Month/Year) ______ Rent Amount ______

Is your rent subsidized? ☐ Yes ☐ No

Applicant's Employment History - Please include two years of employment history.

Current Employer ______ Phone # ______

Address ______

Position ______ From (Month/Year) ______ To (Month/Year) ______

Gross Mth. / Yr. Income ______

Current Second Job Employer ______ Phone # ______

Address ______

Position ______ From (Month/Year) ______ To (Month/Year) ______

Gross Mth. / Yr. Income ______

Former Employer ______ Phone # ______

Address ______

Position ______ From (Month/Year) ______ To (Month/Year) ______

Gross Mth. / Yr. Income ______

Former Employer ______ Phone # ______

Address ______

Position ______ From (Month/Year) ______ To (Month/Year) ______

Gross Mth. / Yr. Income ______

Applicant's Additional Income - Include all income for household members aged 18 years and older. Examples of additional income: SSI, SSD, child support, etc. (Reveal child support only if you want it considered as income for the Homeownership Program.)

Amount of additional income ______

Explain ______

Amount of current savings accounts ______

Co-Applicant's Personal Data - for purposes of pulling your credit report

☐ Married ☐ Unmarried ☐ Separated

Name ______________________________ Date of Birth ______________________

Number of Dependents __________ Ages ______________________________

Home / Cell ______________ Email Address ______________________________

Social Security Number ______________________________

Present Address ______________________________

____

From (Month/Year) __________ To (Month/Year) ______________ Rent Amount ____________

Is your rent subsidized? ☐ Yes ☐ No

Co-Applicant's Employment History - Please include two years of employment history.

Current Employer ______________________________ Phone # ______________________

Address ______________________________

Position ______________________________ From (Month/Year) __________ To (Month/Year) __________

Gross Mth. / Yr. Income ______________________________

Current Second Job Employer ______________________________ Phone # ______________________

Address ______________________________

Position ______________________________ From (Month/Year) __________ To (Month/Year) __________

Gross Mth. / Yr. Income ______________________________

Former Employer ______________________________ Phone # ______________________

Address ______________________________

Position ______________________________ From (Month/Year) __________ To (Month/Year) __________

Gross Mth. / Yr. Income ______________________________

Former Employer ______________________________ Phone # ______________________

Address ______________________________

Position ______________________________ From (Month/Year) __________ To (Month/Year) __________

Gross Mth. / Yr. Income ______________________________

Co-Applicant's Additional Income - Include all income for household members aged 18 years and older. Examples of additional income: SSI, SSD, child support, etc. (Reveal child support only if you want it considered as income for the Homeownership Program.)

Amount of additional income ______________________________

Explain ______________________________

Amount of current savings accounts ______________________________

1. **How does the Homeownership Program work?** The Dollar Bank Homeownership Program is a comprehensive program with in-house credit counseling and a required Homebuyer Education Course. From application through closing, your assigned Homeownership counselor will create an action plan and work with one-on-one to prepare you for successful homeownership .

2. **How long will the program take?** Each situation is different and the time it takes to correct your credit issues depends upon your credit history, the financial resources you can commit to eliminating negative debt and saving for certain down payment costs.

3. **Is there a minimum income I need to enter the program?** We require a minimum income of $26,000 a year. A source of income is to participate.

4. **Is there a maximum income limit for the Homeownership Program?** Yes - it's the current Median Family Income (MFI) from The Department of Housing and Urban Development (HUD).

5. **What is considered income?** Qualified income includes salary and wages, self-employment income, social security, supplemental security income, court mandated child support payments and pensions.

6. **I have really bad credit; may I still enroll in the Homeownership Program?** Yes. There are many variables that contribute to acceptance into the program, and many of the participants require credit counseling. We encourage you to apply.

7. **May I bring a credit report received from another source?** No, we use an up-to-date Tri Merge credit report that provides the most complete picture of potential credit issues including public records, payment history and contact information for creditors.

8. **Will the Homeownership Program credit pull effect my credit score?** The Homeownership Program credit pull is a soft pull. A soft pull, also known as a soft inquiry or soft credit check, does not impact your credit score and is primarily used for informational purposes.

9. **Where are the Homeownership Program meetings held?** Homeownership Program meetings are held virtually.Individual meetings with your assigned Homeownership Counselor are available Monday through Friday,10:00 AM to 4:00 PM, with limited availability outside of those hours. Group meetings are held virtually in the evening. Please note: The required 2-part Homebuyer Education Workshop is held in person at the Dollar Bank corporate office located downtown Pittsburgh at 20 Stanwix Street.

10. **What am I responsible for doing in between meetings?** You are responsible for completing the items listed on your action plan and maintaining contact with your counselor.

11. **What should I bring to each counseling session?** Be prepared to discuss the progress you made on your action plan.

12. **Am I eligible for the program for down payment and closing cost assistance without enrolling in the Homeownership Program?** No, these funds are only available to qualified families that have enrolled in the Homeownership Program and successfully fulfilled its requirements. These funds can be used in addition to grants and gifts from other sources.

DollarBank

Homeownership Program Authorization Form

Initials of ALL Participant(s)

______________ 1. (I) (We) fully understand that the Dollar Bank Homeownership Program provides information that will assist in resolving credit problems that could be an issue in qualifying for a home purchase mortgage.

______________ 2. (I) (We) fully understand that the credit counseling process offered by Dollar Bank provides detailed information on mortgage requirements and assists me/us in understanding mortgage credit analysis.

______________ 3. (I) (We) fully understand that the program does not guarantee me/us an approval of a residential mortgage application with Dollar Bank or any other financial institution.

______________ 4. (I) (We) fully understand that Dollar Bank shall not be responsible for any credit decision or action, taken based on information provided by the Homeownership Program of Dollar Bank.

______________ 5. (I) (We) authorize Dollar Bank to obtain a consumer credit report(s) to assist in the evaluation of my/our credit.

______________ 6. (I) (We) authorize Dollar Bank to correspond by electronic means (email, text message, etc.) in regard to class notifications, special event reminders, etc. (This authorization is optional.)

ALL APPLICANTS MUST SIGN, PRINT AND DATE BELOW:

By: ______________________	By: ______________________
(Participant's Signature)	(Participant's Signature)
______________________	______________________
(Printed Name)	(Printed Name)
Date: ______________________	Date: ______________________