

## **HOW TO APPLY**

1. **CALL** (203) 969-1830 to sign up for an orientation session. Sessions are 30 minutes long and provided at the following times and locations.

### **STAMFORD OFFICE**

**MONDAYS 5:00 PM Stamford Office (English)**  
**TUESDAYS 8:30 AM Stamford Office (English)**  
**THURSDAYS 4:30 PM Stamford Office (Spanish)**

### **DANBURY OFFICE**

**Every other - WEDNESDAY 12:30 PM Danbury Office (English/Spanish)**

2. **DOWNLOAD** and **COMPLETE** pre-application and attached release form.
3. **YOU MUST BRING ALL OF THE FOLLOWING TO THE ORIENTATION SESSION.**
  - COMPLETED** Pre-Application and Credit Release Form
  - COPIES** of your two most recent pay stubs
  - COPIES** of your 2005 and 2006 W2s
  - COPIES** of your 2004 and 2005 tax returns (1040)
  - A **COPY** of your driver's license or state issued ID card
  - \$20 **CHECK OR MONEY ORDER ONLY** for credit report, made payable to **HOUSING DEVELOPMENT FUND**
4. **NO ONE WILL BE ADMITTED TO AN ORIENTATION WITHOUT ALL OF THE REQUIRED DOCUMENTS.** We do not accept originals and we cannot make copies. You must bring **copies.**

**PLEASE ARRIVE 15 MINUTES EARLY TO ALLOW TIME FOR YOUR DOCUMENTS TO BE COLLECTED. NO ONE WILL BE ADMITTED LATE. ORIENTATION SESSIONS BEGIN PROMPTLY AND LAST 30 MINUTES.**



**HOUSING DEVELOPMENT FUND**  
**FIRST TIME HOMEBUYERS ASSISTANCE PROGRAM**  
**PRE-APPLICATION**

Confidential – For Internal Purposes Only

Date \_\_\_\_\_

Please **Print** all information.

<b>APPLICANT INFORMATION:</b>			
<b>Applicant Name:</b>		<b>Home Phone #:</b> <b>Cell Phone#:</b>	
<b>Social Security Number:</b>		<b>Date of Birth:</b>	
<b>Current Home Address</b>		<b>Email Address:</b>	
<b>Applicant's Current Employer:</b>		<b>Applicant Position:</b>	
<b>Work Phone #:</b>		<b>Average Travel Time To Work:</b>	
<b>City of Employment:</b>		<b>Current Monthly Rent:</b>	

<b>CO-APPLICANT INFORMATION (if applicable)</b>			
<b>Co-Applicant Name:</b>		<b>Date of Birth:</b>	
<b>Social Security Number:</b>		<b>Work Phone #:</b>	
<b>Co-Applicant Employer:</b>		<b>Co-Applicant Position:</b>	
<b>City of Employment:</b>		<b>Average Travel Time To Work:</b>	

Have you attended CHFA classes and received a CHFA certificate previously?      Yes                  No

If YES, Location: \_\_\_\_\_ Date: \_\_\_\_\_ Organization: \_\_\_\_\_

**Current Housing (circle one):**    Subsidized Housing    Public Housing    Section 8 Housing    Other Housing

Please list below the name, age & relationship of **EVERYONE IN YOUR HOUSEHOLD who will be living in the new home (including yourself & all children)**, and the **total yearly gross** income (before deductions) of those members of your household who receive income. (Gross income must include **overtime pay, pay from part time jobs, Social Security income, pension, court-ordered child support**, etc.)

Name	Age	Gender (Circle One)	Relationship to Applicant (s)	Total Gross Yearly Income	Education Level (i.e. High School, Some College, College Grad, Post College)
		M/F			
		M/F			
		M/F			
		M/F			
		M/F			
		M/F			

**Total Household Income:** \$ \_\_\_\_\_

How many years have you been employed with your current employer? \_\_\_\_\_

Is your credit status good? \_\_\_\_\_

How many bedrooms do you need for the above listed household members? \_\_\_\_\_

In what city in HDF's service area do you wish to purchase a home? \_\_\_\_\_

Who referred you to Housing Development Fund? \_\_\_\_\_

**Ethnicity** (select only one) - *Note: This is not a requirement for our loan programs, but we do require this voluntary information for statistical purposes. HDF is an equal opportunity lender whose policy it is to select candidates without regard to race, religion, color, sex, age, marital, military status, history of disability, or national origin.*

Hispanic	<input type="checkbox"/>		
Not Hispanic	<input type="checkbox"/>		

**RACE (Select from either Single or Multi-Race, not both)**

*Note: This is not a requirement for our loan programs, but we do require this voluntary information for statistical purposes. HDF is an equal opportunity lender whose policy it is to select candidates without regard to race, religion, color, sex, age, marital, military status, history of disability, or national origin.*

Single Race		Multi-Race	
American Indian/Alaskan Native	<input type="checkbox"/>	American Indian or Alaska Native <b>and</b> White	<input type="checkbox"/>
Asian	<input type="checkbox"/>	Asian <b>and</b> White	<input type="checkbox"/>
Black or African American	<input type="checkbox"/>	Black or African American <b>and</b> White	<input type="checkbox"/>
Native Hawaiian or Other Pacific Islander	<input type="checkbox"/>	American Indian or Alaska Native <b>and</b> Black or African American	<input type="checkbox"/>
White	<input type="checkbox"/>	Other multiple race, indicate below	<input type="checkbox"/>
Other	<input type="checkbox"/>		

**Country of Origin:** \_\_\_\_\_

**Preferred Language:** \_\_\_\_\_

**Are you an American citizen?** \_\_\_\_\_

**If not a citizen, do you have a green card?** \_\_\_\_\_

**Do you currently own your own home?** \_\_\_\_\_

**How much savings for home?** \$ \_\_\_\_\_

**HOME BUYER DECLARATIONS - Since HDF's program eligibility requirements are for all who live in the household, this must be filled out by anyone living in the home that is 18 years of age or over. Please circle "Y" for Yes or "N" for No.**

	Household Member 1	Household Member 2	Household Member 3	Household Member 4
Have you had property foreclosed upon or given title or deed in lieu thereof in the last 7 years?*	Y / N	Y / N	Y / N	Y / N
Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment?*	Y / N	Y / N	Y / N	Y / N
Are you a co-maker, co-signer, or endorser on a note?*	Y / N	Y / N	Y / N	Y / N
Do you intend to occupy the property as your primary residence?	Y / N	Y / N	Y / N	Y / N

**\* If yes, please use additional sheet(s) to provide explanation.**

I hereby certify that the above information is true and complete.

\_\_\_\_\_  
Household Member 1

\_\_\_\_\_  
Household Member 2

\_\_\_\_\_  
Household Member 3

\_\_\_\_\_  
Household Member 4



## CREDIT RELEASE FORM

I AUTHORIZE Betsy McGroarty/Lenin Alfaro/Melvina Peters/Susannah Gillette/Roxana Ubillus of Housing Development Fund to order my credit report.

Signature: \_\_\_\_\_

Signature of Spouse \_\_\_\_\_  
or co-purchaser

Print Name: \_\_\_\_\_

Print Above Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Previous Address \_\_\_\_\_

\_\_\_\_\_

Social Security # of Purchaser:

Social Security # of Spouse  
Co-Purchaser:

\_\_\_\_\_

\_\_\_\_\_

Fee Received: Amount \$ \_\_\_\_\_

Date: \_\_\_\_\_

**CHECK OR MONEY ORDER ONLY**

**MAKE PAYABLE TO: HOUSING DEVELOPMENT FUND**

## **Directions to Stamford Office**

### **From Interstate 95 North:**

- Take Exit 8 off of I-95 North
- Turn left onto Atlantic Street.
- See directions below

### **From Interstate 95 South:**

- Take Exit 8 off of I-95 South.
- Go straight - through 2 traffic lights.
- At 3rd traffic light, turn right onto Atlantic Street.
- See directions below

### **From I-95 North or South above:**

- Go straight on Atlantic Street - through 3 traffic lights to intersection with Broad Street
- Go straight through traffic light - Atlantic Street becomes Bedford Street at this point.
- Keep going straight through one more traffic light. At next light, turn right onto North Street and go to end of North Street where it intersects with Prospect Street.
- 100 Prospect Street is at corner of North and Prospect Streets on your right. Turn right onto Prospect Street and enter garage on your right at 100 Prospect Street.
- Park in area designated for visitors. Take elevator for SOUTH tower to Plaza level.
- Exit elevator at Plaza level and turn left. Our offices are the big white double doors right in front of you.

## **Directions to Danbury Office**

### **From Interstate 84 East:**

- Take Exit 5
- Go through stop sign to light at bottom of hill
- Turn right on Main Street
- Go through five lights to intersection of West Street
- See directions below

### **From Interstate 84 West:**

- Take Exit 5
- At end of ramp, turn right on Main Street
- Proceed through six lights to West Street
- See directions below

### **To Our Danbury Office:**

- Turn right on West
- 8 West Street is immediately on your left next to the Danbury Public Library
- On-street parking is available on West Street
- Once you enter the building, take the elevator to the second floor.
- Proceed to Suite 202-204