



**HOMEBUYER INITIAL INTAKE INFORMATION**

**Homebuyer:** \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Co-Homebuyer:** \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Homebuyer Address:** \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
**Homebuyer Contact Numbers**  
Phone Number: \_\_\_\_\_  
Work Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_

**Homebuyer Employer:** \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Start Date: \_\_\_\_\_  
Annual Salary: \_\_\_\_\_  
**Co-Homebuyer Employer:** \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Start Date: \_\_\_\_\_  
Annual Salary: \_\_\_\_\_

Please note any other income received **per month**, for yourself and everyone else in the household (including dependents), such as, but not limited to: Social Security, SSI, Public Assistance, Child Support, Retirement, Unemployment Compensation, Assets, Permanent Fund Dividends, and others.

Source: \_\_\_\_\_ Monthly Dollar Amount \$ \_\_\_\_\_  
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Source: \_\_\_\_\_ Monthly Dollar Amount \$ \_\_\_\_\_

Annual Household Income: \$ \_\_\_\_\_

Number of People in Household: \_\_\_\_\_

Age(s) of Dependent(s): \_\_\_\_\_

Will any non-dependents be living in the home? Yes  No

If yes, relationship to the borrower/co-borrower: \_\_\_\_\_

Are you or anyone in your household disabled? Yes  No

Do you or anyone require reasonable accommodations? Yes  No

Current Rent Amount: \$ \_\_\_\_\_

Amount saved for down payment/closing costs: \$ \_\_\_\_\_





**Please describe where you are in the home buying process? (Check One):**

- I am at the beginning of the home buying process
  - I hope to buy in the next 3 months
  - I hope to buy in the next 12 months
  - I hope to buy in the next 1-2 years
  
- I am pre-qualified for a loan, but *have not* yet submitted an offer on a home:
 

Name of lender: \_\_\_\_\_

Name of my Loan Officer: \_\_\_\_\_
  
- I am pre-qualified for a loan and *have* submitted an offer to purchase a home:
 

Name of lender: \_\_\_\_\_

Name of my Loan Officer: \_\_\_\_\_

Are you a first-time homebuyer? (You have not owned a home in the last **three years**)

Yes       No

Have you attended the AHFC Home Choice Class?

Yes       No

**Homebuyer Demographic Information**

The purpose of collecting this information is to help ensure that all applicants are treated fairly and that housing needs of communities and neighborhoods are being fulfilled. The law provides that we may not discriminate on the basis of this information or on whether you choose to provide it. You are not required to furnish this information, but are encouraged to do so.

**HOMEBUYER**

**CO\_HOMEBUYER**

\_\_\_ I do not wish to provide this information

\_\_\_ I do not wish to provide this information

Ethnicity

Ethnicity

\_\_\_ Hispanic or Latino

\_\_\_ Mexican    \_\_\_ Puerto Rican    \_\_\_ Cuban

\_\_\_ Other Hispanic or Latino- Enter Origin: \_\_\_\_\_

\_\_\_ Not Hispanic or Latino

\_\_\_ Hispanic or Latino

\_\_\_ Mexican    \_\_\_ Puerto Rican    \_\_\_ Cuban

\_\_\_ Other Hispanic or Latino- Enter Origin: \_\_\_\_\_

\_\_\_ Not Hispanic or Latino

Race

Race

\_\_\_ American Indian or Alaskan Native

\_\_\_ Asian

\_\_\_ Asian Indian    \_\_\_ Chinese    \_\_\_ Filipino

\_\_\_ Japanese    \_\_\_ Korean    \_\_\_ Vietnamese

\_\_\_ Other Asian- Enter race: \_\_\_\_\_

\_\_\_ Black or African American

\_\_\_ Native Hawaiian or Other Pacific Islander

\_\_\_ Native Hawaiian    \_\_\_ Guamanian or Chamorro    \_\_\_ Samoan

\_\_\_ Other Pacific Islander- Enter race: \_\_\_\_\_

\_\_\_ White

\_\_\_ American Indian or Alaskan Native

\_\_\_ Asian

\_\_\_ Asian Indian    \_\_\_ Chinese    \_\_\_ Filipino

\_\_\_ Japanese    \_\_\_ Korean    \_\_\_ Vietnamese

\_\_\_ Other Asian- Enter race: \_\_\_\_\_

\_\_\_ Black or African American

\_\_\_ Native Hawaiian or Other Pacific Islander

\_\_\_ Native Hawaiian    \_\_\_ Guamanian or Chamorro    \_\_\_ Samoan

\_\_\_ Other Pacific Islander- Enter race: \_\_\_\_\_

\_\_\_ White

Gender

Gender

\_\_\_ Male      \_\_\_ Female

\_\_\_ Male      \_\_\_ Female



HOMEBUYER (continued)

CO\_HOMEBUYER (Continued)

Marital Status

Married  Separated  Unmarried\*  
\*Single, Divorced, Widowed, Civil Union, Domestic Partnership, Registered Reciprocal Beneficiary Relationship

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Household Type

Single adult with no children  
 Married without children  
 Married with children  
 Single female headed household  
 Single male headed household  
 Two or more unrelated adults  
Other: \_\_\_\_\_

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Single adult with no children  
 Married without children  
 Married with children  
 Single female headed household  
 Single male headed household  
 Two or more unrelated adults  
Other: \_\_\_\_\_

Disabled /Special Needs:  Yes  No

Disabled /Special Needs:  Yes  No

Country of Birth: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Primary Language:  English  Other: \_\_\_\_\_

Primary Language:  English  Other: \_\_\_\_\_

Veteran:  Yes  No

Veteran:  Yes  No

Do you currently participate in the Section 8 Housing Choice Voucher Program?  Yes  No

Do you currently participate in the Section 8 Housing Choice Voucher Program?  Yes  No

Education

Below High School Diploma  
 High School Diploma or equivalent  
 2 year college  
 Bachelor's Degree  
 Master's Degree  
 Greater than Master's Degree

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**Homebuyer Acknowledgement**

I/we realize that this is not a formal application and the information will be used for prequalification purposes.

I/we understand that FNHS provides homebuyer education and/or counseling services as well as mortgage financing programs and services. I/we further understand that the housing counseling services and/or homebuyer education provided at FNHS, while designed to assist in becoming mortgage-ready, do not direct or restrict me/us to a particular lender or loan product, and that I/we am/are under no obligation to utilize FNHS mortgage financing products. I/we understand that FNHS encourages me/us to choose mortgage financing that meets my/our needs and is in my/our best interest.

I/we hereby verify this information to be true and accurate to the best of my/our knowledge, and if asked can prove accuracy of the information.

\_\_\_\_\_  
Homebuyer Name (Please Print)

\_\_\_\_\_  
Co-Homebuyer Name (Please Print)

\_\_\_\_\_  
Homebuyer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Homebuyer Signature

\_\_\_\_\_  
Date



### **What to Bring: Pre-Qualifying Checklist**

Please plan to bring the following documents with you when you submit your initial intake form:

- \_\_\_\_\_ Two most recent paystubs for all borrowers
- \_\_\_\_\_ Social Security, SSI, Pension, APA, or other benefits letters for all borrowers
- \_\_\_\_\_ Evidence of other income (child support, part-time employment, seasonal employment, etc).
- \_\_\_\_\_ Name and address of all creditors, along with account numbers, balances, and monthly payments
- \_\_\_\_\_ Checking and savings account statements for **all accounts** for the last **3 months**
- \_\_\_\_\_ Residence addresses for the past two-years
- \_\_\_\_\_ Rent amount and landlord contact information for the past two-years
- \_\_\_\_\_ Last three-years income tax returns, along with W-2's and all support schedules
- \_\_\_\_\_ Year-to-date profit and loss through the most recent quarter (*if self-employed*)
- \_\_\_\_\_ Name, address, and telephone numbers of all employers for the last **2 years**
- \_\_\_\_\_ Letter of explanation for any derogatory credit
- \_\_\_\_\_ Letter of explanation for any gap in employment
- \_\_\_\_\_ Copy of recorded Bankruptcy filing and discharge (*if applicable*)
- \_\_\_\_\_ Home Choice Class Certificate
- \_\_\_\_\_ Photo ID

**If you should have any questions, please call Fairbanks Neighborhood Housing Services, Inc. at 451-7230 and ask for a loan officer, or email [loans@fnhs.org](mailto:loans@fnhs.org). We look forward to working with you!**

