

# Requirements

Applicants are applying for a home loan through Habitat for Humanity of Montgomery County. Eligibility is based upon several qualifying factors and approval by the Homeowner Selection Committee and Board of Directors.

## 1. Need for Housing:

Residency & Status: (All of the following statements must apply)

- a. Lived in Montgomery County, TN for at least 1 year from date of application

- b. No "separated" marital status
- c. No felony or sexual criminal record

Living in Inadequate Housing: (At least 1 of the following must apply)

- a. Living in unsafe building
- b. Overcrowded space
- c. Undesirable or unsafe neighborhood
- d. Living with friends or family
- e. Rent burdened (more than 30% of income going towards rent)

## 2. Ability to Pay:

Financial Qualifications: (All of the following statements must apply)

- a. Can afford monthly mortgage payments with a reliable income (employment, disability, social security, etc.)
- b. Reasonably good credit report (minimum of about 550) with no outstanding liens or judgments. Debt-to-income ratio must be 43% or lower. A score of 550 does NOT guarantee acceptance. Other credit factors will be considered on a case-by-case basis.
- c. No bankruptcies or foreclosures in the past 7 years.
- d. Income falls within the range listed based on family size.

## 3. Willingness to Partner:

- a. Be a proactive partner who communicates with mentors & staff
- b. Understand and share Habitat's mission
- c. Work Sweat Equity Hours (250 hours for single applicants and 500 for couples)

d. Attend Habitat's Financial and Educational classes

Must Have Ability to Maintain Mortgage Payments:

- a. Habitat's mortgage is a 20-year 0% interest loan
- b. Mortgage payment amounts vary and will include: Principal on mortgage, city and county taxes, and homeowner's insurance.
- c. House size is based on family make-up
- d. Mortgage payment based on cost to build the house (subject to change based on increased cost of materials and supplies.)

# FAQ

## Who can fill out an application for the homeowner program?

Anyone who has lived in Clarksville-Montgomery County for at least one year and is over the age of 18.

## Where can I fill out an application?

For your convenience applications are available online at <https://www.habitatmctn.org/apply>. You can also pick up an application at the Habitat ReStore during hours of operation located at 404 Madison Street Clarksville, TN. Applications will ONLY be available October 1st through 31st, 2021.

## What can I expect after submitting my application?

Within the application period applicants are able to submit or edit applications. After the application period ends, all applications that have been submitted will be reviewed and contacted accordingly.

## Below are steps that Habitat takes when reviewing all applications:

- Ensuring all information is entered.
- If information is missing a letter informing applicants of information needed will be sent within 30 days of receipt.
- Review of eligibility.
- If the applicant has met requirements listed above, the Credit Report and Background Check will proceed.
- Home visit to assess the need for adequate shelter.
- After all criteria is met, demonstration of need and information of the applicant will be discussed with the Homeowner Selection Committee to decide program acceptance.
- If approved by the Homeowner Selection Committee, application will then be sent to the Board of Directors, who finalizes program acceptance.



**Determine your eligibility for homeownership**

**[www.habitatmctn.org](https://www.habitatmctn.org) | 931-645-4222**  
**[info@habitatmctn.org](mailto:info@habitatmctn.org)**

# Documents

## RESIDENCY/HOUSING

- Proof of residency in Montgomery County for at least 12 months:
  - A copy of your Tennessee issued driver's license OR identification card
- Housing:
  - Rental agreement with move in date, rent paid per month, and landlord's information
  - If you pay another person rent or utilities, include that info. (Receipts, cashier's check stub, etc. showing how much you pay that person.)

## INCOME/BENEFITS

- Proof of income:
  - A copy of ( 2 ) most recent pay stubs from employment OR ( 1 ) copy of disability/social security/retirement statement
  - Any other sources of income, including TANF, SNAP (food stamps), child support, alimony, etc.
  - Tax returns from the last 2 years
- Benefits: (If applicable)
  - A copy ( 1 ) of recent benefits statements or child support paperwork (SNAP/Families First/Child Support/Alimony, TNAF, etc.)

## BILLS/DEBTS

- A copy ( 1 ) of the most recent statement showing remaining balance and payment made (credit cards, car or health insurance, car payments, cell phone, cable, student loans, rental payments, medical, school loans, child support/alimony, etc.)
- Bankruptcy, Foreclosure, Judgement, Eviction or Liens, Repossessions, Garnishments, and/or Forfeitures:
  - A copy ( 1 ) showing when it started, how much you owe, monthly payments, and when it ended (if discharged).

## SIGNED FORMS

- Copies of the credit and background check release forms attached to the application must be signed and turned in with your application.

# Income Limits 2022-2023

FAMILY SIZE	MINIMUM MONTHLY INCOME	MAXIMUM MONTHLY INCOME	MINIMUM YEARLY INCOME	MAXIMUM YEARLY INCOME
1 person	\$1,030	\$2,470	\$12,350	\$29,640
2 people	\$1,175	\$2,820	\$14,100	\$33,840
3 people	\$1,323	\$3,175	\$15,875	\$38,100
4 people	\$1,469	\$3,525	\$17,625	\$42,300
5 people	\$1,588	\$3,810	\$19,050	\$45,720
6 people	\$1,705	\$4,090	\$20,450	\$49,080
7 people	\$1,823	\$4,375	\$21,875	\$52,500
8 people	\$1,940	\$4,655	\$23,275	\$55,860

(Figures are based on HUD's median income for Clarksville, TN in 2022 and are subject to change yearly)



Notice: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (with certain limited exceptions); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning this creditor is Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.

**APPLY  
ONLINE:**  
**Feb. 1-28, 2023**

