

Home Ownership Intake Form Instructions: Mission Gardens II

Eligibility Requirements:

- Annual income of at least \$55,000
- Good credit and rental history
- Commitment to work 40+ hours per week building the homes, mostly on weekends
- Borrower must be a U.S. Citizen or Permanent Resident, as required by the U.S. Department of Agriculture
 - *Citizenship is not a requirement for all members of the household*
- **San Luis Obispo County** Maximum Income Limits:
 - 1 - 4 people: \$101,900
 - 5 - 8 people: \$134,500

Instructions:

Please provide all items on the list below and submit this sheet with your intake form to make sure everything is included with your package. **Only complete packages with all attachments will be included in the lottery.** Please do not submit original documents, as they will not be returned. We will not be able to make copies. You can submit in the following ways:

- Via email: homeownership@pshhc.org
- In-person or via mail: 1060 Kendall Road, San Luis Obispo, CA 93401

Timeline:

- **Intake forms due:** Monday, December 16 at 5PM
- **Computerized lottery:** Wednesday, December 18
- **Notification of lottery results:** no later than Monday, December 23

Required Attachments *(Include for all individuals 18 years or older who will live in the home):*

- ALL PAGES** of federal income tax returns (please do not send state tax returns) filed by all applicants for years: **2023 & 2022, signed & dated**
- ALL** W-2s, 1098s, 1099s and/or all tax reporting documents for income, benefits, or monies received for years: **2023 & 2022**
- ALL PAGES** of most recent bank statements for **ALL ACCOUNTS** - checking, savings, investments, pensions, retirement, etc..
- One month's worth** of pay stubs (from date of application):
 - 4 pay stubs, if paid weekly
 - 2 pay stubs, if paid bi-weekly or bi-monthly
 - 1 pay stub, if paid monthly
- Proof of other sources of income for one month:
 - Retirement/Pensions
 - Child/spousal support
 - Other monetary benefits

Questions? Email homeownership@pshhc.org to learn more.

Mission Gardens II: Intake Form

Completion of this Intake Form is a requirement to participate in a PSHH Home Ownership program. This is not an application for funding. All requested materials listed on the Instructions Sheet must be submitted with the Intake Form.

INSTRUCTIONS

Please *provide* all items on the list below to make sure everything is included with your package. Only complete packages will be included in the lottery.

Required for all individuals 18 years or older who will live in the home:

- ALL PAGES** of federal income tax returns (please do not send state tax returns) filed by all applicants for years: **2023 & 2022, signed & dated**
- ALL W-2s, 1098s, 1099s** and/or all tax reporting documents for income, benefits, or monies received for years: **2023 & 2022**
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First Name _____ Last Name _____ Phone # _____
 Email _____ Social Security # _____ Birthdate _____
 Home Address _____ City _____ Zip _____
 Mailing Address (if different) _____ City _____ Zip _____
 US Citizen Permanent Resident MICA # _____ Married Unmarried (Single, divorced, widowed) Veteran
 Ethnicity: Hispanic or Latino Not Hispanic or Latino Decline to Respond
 Race: American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White Decline to Respond

First Name _____ Last Name _____ Phone # _____
 Email _____ Social Security # _____ Birthdate _____
 Home Address _____ City _____ Zip _____
 Mailing Address (if different) _____ City _____ Zip _____
 US Citizen Permanent Resident MICA # _____ Married Unmarried (Single, divorced, widowed) Veteran
 Ethnicity: Hispanic or Latino Not Hispanic or Latino Decline to Respond
 Race: American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White Decline to Respond



Home Ownership Intake Form (Cont.)

List all other people living in your household:

Name	Relationship	Birthdate

Years in Present Home _____ Monthly Rent \$ _____ Landlord Name _____

Landlord Phone _____ Landlord Address _____

Do you **own** a home/condo now? _____ Have you or your spouse **owned** a home in the past 3 years? _____ Have you **co-signed** with someone else for a home? _____

Have you **co-signed** on **any** loan for anyone (child, other relative, friend, etc...)? _____ Who did you co-sign with? _____

What is the loan for? _____ How much is the loan? _____

Amount of Monthly Payments _____ Who makes the payments? _____ Final Payment Date _____

If you have co-signed for more than one loan, please attach additional sheet with same information as above.

Have you had a bankruptcy in the past 3 years? _____ Do you have any **unpaid** collections? _____ Do you have any **unpaid** judgments? _____

Do you pay for child care so that you can work? If yes, please fill out the sections below.

Name of Child Care Provider	Provider's Address	Monthly Amount Paid

I/We authorize People's Self-Help Housing to verify the information provided in this Intake Form as necessary, including obtaining a preliminary credit report. (Please sign and date this Intake Form below)

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

