



1259 Aala Street, Suite 201
Honolulu, Hawai'i 96817
Phone: (808) 523-9500
Fax: (808) 523-9502
www.hihomeownership.org

Aloha,

Thank you for your interest in the Hawaii HomeOwnership Center's Homebuyer Education & Coaching Program.

Program Overview

We offer a lifetime membership that allows you access to our homebuyer education classes, individualized coaching (before & after purchasing a home), workshops, and information about homeownership assistance programs (as available). You can elect to use the range of offerings based on your needs and interests – see the following page for details.

The membership is offered for the “buying unit” which includes everyone that will be involved in applying for the home loan or is in the household (i.e. a spouse that won't be involved in the loan application but will live in the home can be included as a co-client that attends the classes at no additional charge).

Getting Started (instructions on how to submit your documents and payment is on the next page)

After submitting the intake form, payment of the \$60.00* membership fee AND copies of the following, you will be contacted within 10 business days to schedule an assessment appointment. Those that only submit the fee and intake form will be provided the upcoming class schedule within 5 business days.

- Income documentation (1 month of pay stubs, award letters, etc.)
- Asset account statements – checking, savings, retirement, investment
- Last federal tax return
- Tri-merge credit report pulled within the last 60 days. The Center can order a tri-merge individual report for \$22.36** or a joint report (married couples) for \$44.73**. It will be a soft credit report pull and will not affect your credit score. Free reports can be accessed through www.annualcreditreport.com

If you elect to utilize the online homebuyer education option, an additional \$15.00 is required***

*Payment plans can be arranged – an installment of the membership fee must accompany the intake form. Selected DHHL eligible residents may have their fee waived. No refunds will be issued if any services were received (i.e. class). No refunds will be issued for online education.

** Credit report costs subject to change based on vendor charges. Selected DHHL eligible residents may have their fee waived.

*** We currently partner with Framework to provide online education. The cost is subject to change based on third party vendor charges. Selected DHHL eligible residents may have their fee waived.

We look forward to hearing from you. Please do not hesitate to call us if you have questions (Oahu 523-9500, toll-free 877-523-9503) or email at info@hihomeownership.org

Sincerely,
Hawaii HomeOwnership Center





Getting Started...

Submitting your documents & payment

Payment:

We accept checks, money orders, cash (only in our office – no change is available) or credit cards.

- Credit card payments can be processed in our office or we can send a payment invoice for you to pay online.

Submitting Intake Form & Documents:

You can fax, mail, drop off, or submit your documents securely via our website. Forms/documents for all islands are sent to Oahu.

FAX: 808-523-9502 MAILING ADDRESS: 1259 Aala Street, #201, Hon, HI 96817

WEBSITE: www.hihomeownership.org (Secure Document Submission link is towards the bottom of our home page)

Frequently asked question about the intake form:

What is the “authorization” and “Title Guaranty Authorization” for? When possible, we try to collect the loan settlement statements for our members that purchased a home. It allows us to better understand trends regarding loan products used, advocate for programs for future home buyers, and meet the needs of current clientele. It also provides justification for our program – we receive funding to subsidize our services and results of home buyers that achieve homeownership reflect a need for our program. Title Guaranty is a local title/escrow company that requires their own authorization form for us to collect this information.

Membership Features & Benefits

One-on-one Coaching

1

Individualized coaching sessions help you develop customized plans to help reach your goals and apply concepts from the classes (#2) to your situation. This includes information about homebuyer assistance programs. Kauai, Hawaii & Maui Counties: Only phone coaching available.

Home Buyers Education & Consumer Workshops

2

Our nationally recognized training course provides credible, accurate information. The nine hour content is presented to you in segments to ensure that you leave our course with the skills you need to become “Mortgage Ready” and make an informed decision about your home purchase.

Online classes are also available. (Maui County: Only online class available)

Consumer workshops provide information about homeownership related topics based on member interest.

Post Purchase Services

3

Our Homeowner seminars are designed to support you in sustaining your home & address other concerns after your purchase.

One-on-one coaching is available as needed after the home purchase. Topics have included avoiding financial pitfalls and foreclosure, refinance, and purchasing another home. Our homebuyers have proven to be default resistant.

Home Buyer's Education Course Syllabus

Course	Topics Covered
Ia - Managing Your Money (2.25 hours)	<ul style="list-style-type: none"> ▪ tracking income and expenses ▪ setting financial goals ▪ preparing a “reasonable” household spending and savings plan ▪ evaluating and adjusting your spending plan ▪ saving for homeownership
Ib - Understanding Credit (2.25 hours)	<ul style="list-style-type: none"> ▪ the “true” costs and benefits of credit ▪ reading and understanding your credit report ▪ managing your debts ▪ using credit wisely, in order to build up a solid credit history and become eligible for a mortgage loan ▪ identity theft
IIa - Getting a Mortgage Loan (2.25 hours)	<ul style="list-style-type: none"> ▪ the financial costs of homeownership including PITI (principal, interest, taxes, insurance) ▪ ratio analysis and affordability ▪ the 4 Cs of credit and how lenders evaluate applications ▪ how to find a lender ▪ your lender’s job ▪ steps in getting a loan
IIb - Shopping for a Home (2.25 hours)	<ul style="list-style-type: none"> ▪ identifying your individual wants and needs for a home ▪ finding the right agent ▪ different types of homeownership ▪ finding a home which fits your criteria and price range ▪ making an offer, negotiating the best deal, and moving from contract to closing ▪ protecting your investment with insurance

All documents sent to Oahu for processing



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 Secure Document Submission Available: www.hihomeownership.org

INTAKE FORM

Note: In order for us to make a Preliminary Readiness Assessment, which will identify potential barriers in your home buying process and determine how we can best help you become a homeowner, all sections must be completed. **Please print clearly.**

PERSONAL INFO	Client	Co-Client
<i>First Name, MI</i>		
<i>Last Name</i>		
<i>Mailing Address</i>		
<i>City, State, Zip</i>		
<i>Physical Street Address, Apt. #</i>		
<i>City, State, Zip</i>		
<i>How long at address?</i>		
<i>Home Phone</i>		
<i>Work Phone/Extension</i>		
<i>Cellular/Pager</i>		
<i>Fax</i>		
<i>E-mail</i>		
<i>Social Security # (if we are pulling your credit report)</i>		
<i>Date of Birth</i>		
<i>Race</i>	<input type="checkbox"/> White <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian <input type="checkbox"/> Other <input type="checkbox"/> Alaska Native <input type="checkbox"/> Hawaiian: Less than 50% Blood Quantum <input type="checkbox"/> Hawaiian: 50% or More Blood Quantum	<input type="checkbox"/> White <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian <input type="checkbox"/> Other <input type="checkbox"/> Alaska Native <input type="checkbox"/> Hawaiian: Less than 50% Blood Quantum <input type="checkbox"/> Hawaiian: 50% or More Blood Quantum
<i>Foreign Born?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Marital Status</i>	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed
<i>Gender</i>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
<i>Do you need special accommodations?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, type of accommodation_____	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, type of accommodation_____
<i>First Time Buyer?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>First Generation Buyer?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Female-Headed House?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i># Household Members</i>		

PERSONAL INFO		Client	Co-Client
Education	<input type="checkbox"/> Below HS Diploma <input type="checkbox"/> HS Diploma/Equivalent <input type="checkbox"/> 2-Year College <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Masters Degree <input type="checkbox"/> Above Masters Degree <input type="checkbox"/> Unknown	<input type="checkbox"/> Below HS Diploma <input type="checkbox"/> HS Diploma/Equivalent <input type="checkbox"/> 2-Year College <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Masters Degree <input type="checkbox"/> Above Masters Degree <input type="checkbox"/> Unknown	
Veteran or currently in the armed services?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have a contract on a home at this time?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Annual Household Income (gross income - before deductions): _____		Relationship to Client: <input type="checkbox"/> Spouse <input type="checkbox"/> Sibling <input type="checkbox"/> No Relationship <input type="checkbox"/> Parent <input type="checkbox"/> Step Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Grandparent <input type="checkbox"/> Grandchild <input type="checkbox"/> Step Child <input type="checkbox"/> Other _____	

CURRENT HOUSING ARRANGEMENT	Client (please check)	Co-Client (please check if NOT living with Client)
Maximum monthly mortgage payment you are comfortable with: \$ _____	<input type="checkbox"/> Rent (\$_____ per month) <input type="checkbox"/> Section 8 (max. # of bedrooms _____) <input type="checkbox"/> Homeowner (\$_____ per month) <input type="checkbox"/> Currently don't pay rent or mortgage <input type="checkbox"/> Other _____	<input type="checkbox"/> Rent (\$_____ per month) <input type="checkbox"/> Section 8 (max. # of bedrooms _____) <input type="checkbox"/> Homeowner (\$_____ per month) <input type="checkbox"/> Currently don't pay rent or mortgage <input type="checkbox"/> Other _____

MONTHLY EXPENSE PROJECTIONS

<u>Item</u>	<u>Estimate</u>	<u>Item</u>	<u>Estimate</u>
Auto	\$	Utilities	\$
Child Support/Alimony	\$	Charity	\$
Credit Card Min. Payments	\$	Dining	\$
Credit Collections	\$	Entertainment	\$
Education	\$	Food and Groceries	\$
Rent/Mortgage Payment	\$	Gifts	\$
Installment Loans	\$	Household	\$
Insurance (not deducted via payroll deduction)	\$	Miscellaneous	\$
Medical (not deducted via payroll deduction)	\$	Pet Expenses	\$
Savings per month	\$	Public Transportation	\$
Tax (not deducted via payroll deduction)	\$	Investment Property Expenses	\$

EMPLOYMENT/GROSS INCOME (Please list all sources of income for all family members)

Employer/Source of Income	Job Title	Whose Income	Hire Date	Hourly Wage	# of Hours per Week	Pay Schedule	Gross Income Per Month

Are you about to receive additional funds (i.e., tax refunds, property sales, gift, etc.)? Yes No

If yes, how much? \$ _____ From where? _____

Referred to HomeOwnership Center by (please check all that apply):

- Print Advertisement Bank/Lender Government REALTOR Radio TV
 Staff/Board Member None/Walk-in Friend/Family Newspaper Other _____

Please provide the name of the person and/or business that made the referral: _____

CREDIT REPORT AUTHORIZATION:

____ I authorize the Hawai'i HomeOwnership Center to pull my /our credit report(s) or review my / our credit file(s) for housing counseling in connection with my/our pursuit on a loan to purchase real property.

____ I will provide a credit report.

AUTHORIZATION:

I authorize the lender who made me / us a loan and / or the title company that closed the loan to release a copy of the Closing Disclosure, final loan settlement statement with the Hawaii HomeOwnership Center upon their written request. This authorization expires three (3) years from the date I / we signed below. I / we indemnify the lender or title company from any consequences in connection with the release of said information.

Client Signature

Print Name

Date

Client Signature

Print Name

Date

Individual Appointment - Availability

This will assist us in assigning you to the appropriate staff person.

I am available (check all that apply):

- ____ Weekdays (circle available timeframe): morning afternoon
____ Wednesday or Thursday late afternoon/evenings. last appointment is 6:00pm
____ Saturdays

PAYMENT

- I am submitting a check. Check # _____ Amount _____
 Please invoice me so I can pay by credit card
 My payment will address:
 \$60.00 lifetime membership fee
 Online education (your membership & education fee will be paid via our education website - we will provide a link)
 Credit report: # of reports _____

**Hawaii HomeOwnership Center (HHOC)
Disclosure Statement**

BY SIGNING THIS FORM, I ACKNOWLEDGE THE FOLLOWING:

- 1) I understand that the role of the Hawaii HomeOwnership Center and its employees is to provide support, education, and resources to help me reach my homeownership goal. HHOC aims to meet the needs of all clients whenever possible. However, I understand HHOC does not guarantee that I will be able to secure a mortgage, participate in any assistance programs, or purchase a home. This information does not constitute an application for mortgage financing or mortgage insurance.
- 2) I understand that HHOC receives funds (including Congressional funds) through various sources (including the US Department of Housing & Urban Development), so HHOC is required to share some of my personal information with grant administrators or their agents for purposes of program monitoring, compliance and evaluation.
- 3) I understand that HHOC provides information and education on numerous loan products and housing programs and I further understand that the housing information and guidance I receive from HHOC in no way obligates me to choose any of these particular loan products or housing programs.
- 4) I understand that HHOC provides housing counseling that may result in an action plan that includes referrals to other agencies or lenders for services or loan products. Receiving services from HHOC in no way obligates me to choose any of the programs or products to which I am referred.
- 5) I understand that HHOC is affiliated with a non-profit, HHOC Housing and Land Trust which may have homes for sale. I understand that I am not obligated to choose this as a vehicle to buy a home and that HHOC is not a licensed real estate broker, nor employs real estate agents with an active license.
- 6) I understand that HHOC is affiliated with a non-profit mortgage brokerage, HHOC Mortgage. I am not obligated to obtain my home mortgage from HHOC Mortgage. I understand that HHOC recommends “shopping” for my loan with at least 4 lenders.
 - HHOC is not a licensed mortgage broker and none of its staff can originate mortgage products.
- 7) I understand HHOC has partnerships and/or contracts with other agencies. I can find the list of donors on their website (www.hihomeownership.org) and can ask for a list of these partners or entities that contract HHOC. I also understand I am not obligated to use the services of HHOC partners to receive services from HHOC.

Client Signature

Print Name

Date

Co-Client Signature

Print Name

Date