

GREENMONT MUTUAL HOUSING CORPORATION

NEW MEMBER APPLICATION PACKET

THIS PACKET HAS BEEN PREPARED BY THE RESIDENT SELECTION COMMITTEE. THIS COMMITTEE IS RESPONSIBLE FOR THE SCREENING AND SELECTION OF NEW GREENMONT MUTUAL HOUSING CORPORATION MEMBERS. ALL NEW MEMBERS MUST BE APPROVED BY THE BOARD OF TRUSTEES.

GMHC APPLICATION GUIDELINES

GMHC would like to inform you of the following requirements so that you will be better acquainted with our application process. This should help you make your decision as to whether you want to become a member of our corporation. You must meet all of the following requirements:

- **Must be a Citizen** of the United States.
- Applicant must **be at least 21 years of age**.
- A **FICO credit score of 650** is needed to qualify and to be accepted. (it would be wise for you to check it yourself)
- A gross income of at least **\$46,000 annually for a family of four (4) as follows:**

Persons in Family			
1	2	3	4*
\$25,000	\$29,000	\$34,000	\$46,000

*Add \$3500 for each additional family member

- **Proof of income is required.** A complete copy of last year's Federal Income Tax Return (Form 1040) is required at the time of your interview.
- **No prior felony convictions or prior evictions are permitted.**
- Any **bankruptcy** must be discharged for a minimum of one year with no late payments from the date of application. **A copy of your bankruptcy discharge papers is required at the time of our interview.**
- No foreclosures within the last 24 months.
- A **Debt-to-Income ratio** not to exceed 40%.
- \$75.00 application fee is due at the time you turn in your application at the Greenmont office. It is non-refundable. This application must be **time stamped** by office personnel. Do not drop it in the mail drop.
- **Cohesive family units** will determine the size of the unit assigned. Significant other is not included in determining the size of the unit. Significant other with dependent children under the age of 18 can determine the size of the unit if they are to be permanent occupants.
- Any adult occupant 18 and over must be listed on the application with name, social security number, and birth date for a criminal background check.
- Any address and phone number changes must be called in to the office. If your information is not kept up to date, we cannot contact you and your name will be taken off the list.
- At the time your application is returned to the Greenmont office, proof of income and financial assets are required from applicants only, including spouses, if spouse income is to be considered. Please submit your most recent Federal Tax Return and last three (3) paycheck stubs with your application. **Income from Significant Others/Fiancés is NOT acceptable. All income sources must be reportable and verifiable on your Federal tax return to be allowed.** Your most recent paycheck stubs must be presented at time of your interview.
- Any changes to your application regarding the number of occupants in the unit must be submitted in writing to the attention of the Resident Selection Committee. (Example: Changing adult occupants 18 years and older on your application without notifying the Resident Selection Committee will be considered fraud.)
- Applicant must reside in the unit as primary residence **within sixty (60) days** of receiving keys to the unit.
- Only one (1) unit is shown to applicant. If this unit is turned down by the applicant, you must reapply and repeat the application process.

GMHC Application Guidelines continued:

- The current monthly dues (**subject to change**) are as follows:
 - 1 Bedroom Double = \$474.00
 - 2 Bedroom Double = \$479.00
 - 2 Bedroom Single = \$483.50
 - 3 Bedroom Double = \$484.00
- **\$3,500.00 equity payment, \$100.00 membership fee and first month's dues** are due at the time of receiving your keys and signing your Probationary Mutual Ownership contract. **Full payment is required**, no installments are permitted. Equity and membership fee are subject to change.
- **A Security Deposit of \$200 per month for the first 24 months is required. This will be added to your monthly dues.** This money is assigned to your account and will be refunded if the unit is deemed acceptable upon terminating your contract.
- You cannot transfer to another unit for twelve (12) months. At that time, after inspections and approval from the Resident Selection Committee, the Buildings and Grounds Committee and the Board of Trustees. Once approved, you will have the privilege to apply for a transfer. **A transfer fee of \$3,000 is required.**
- The committee requires **both applicants (applicant & spouse) to attend the interview.** If unable to attend together, please notify the office and they will set another interview time convenient for the both of you.
- GMHC has **Property Maintenance Standards** to which members are expected to maintain their property. These standards will be provided to you at the time of your interview.
- Annual unit inspections are done to ensure that all property is maintained according to the Property Maintenance Standards. Any damages due to negligence are noted and the member is responsible for any needed repairs. Damage due to pets shall be assessed an additional monthly charge of \$25 per month for each pet.
- GMHC has **Renovation Standards** to which all units are renovated. In some cases, replacement materials are required and you may have the opportunity to select from a catalog of products those products to be placed in your unit. Any upgrades to the selected products would be at your expense.
- **Units that receive new windows will have an assessment fee of \$50.00 per month until the windows are paid in full.** This \$50.00/month assessment is in addition to the current monthly dues payment.
- **Units that receive an upgraded parking bay will have an assessment fee of \$50.00 per month until the parking bay is paid in full.** This \$50.00/month assessment is in addition to the current monthly dues payment.

I/we have read and understand the above regulations and guidelines. The information provided on the attached application is true and accurate. Any falsification of data will be considered fraud and grounds for denial of consideration for housing in Greenmont Mutual Housing.

Applicant

Date

Spouse

Date

GREENMONT MUTUAL HOUSING CORPORATION APPLICATION FOR MUTUAL HOUSING

PLEASE PRINT LEGIBLY

Applicant Name (Please include middle initial)

Spouse (If Applicable)

Applicant Social Security #

Spouse Social Security #

Address

Cell Phone

City, State, Zip Code

Home Phone

Today's Date: _____

Total Number of Occupants? _____

Please provide **names, birthdates, social security numbers and relationship to applicant** for **All** household occupants. Legal documentation may be required.

All occupants 18 years of age and older are required to sign & submit the Authorization Form for Criminal Background Investigation.

PETS: Please list the number of dogs and cats that you currently own (**2 pet limit**):

DOGS: _____

CATS: _____

APPLICANT PERSONAL DATA

APPLICANT EMPLOYMENT BACKGROUND

Present Employer	Address	Phone Number	
Dates of Employment	Hours/Week	Monthly Income	Position/Title/Type of Business
Previous Employer	Address	Phone Number	
Dates of Employment	Monthly Income	Reason for Leaving	
Previous Employer	Address	Phone Number	
Dates of Employment	Monthly Income	Reason for Leaving	

APPLICANT EDUCATIONAL BACKGROUND

High School: _____ Address: _____
Did you graduate? Yes _____ No _____ Diploma: _____

College: _____ Address: _____
Did you graduate? Yes _____ No _____ Degree: _____

Graduate School: _____ Address: _____
Did you graduate? Yes _____ No _____ Degree: _____

Other (Trade School, Specialized Training, etc.): Describe: _____

School: _____ Address: _____
Did you graduate? Yes _____ No _____ Certificate/Diploma: _____

APPLICANT MILITARY SERVICE

Branch: _____ **From:** _____ **To:** _____

Rank at Discharge: _____ **Type of Discharge:** _____

If other than honorable, explain: _____

Have you filed bankruptcy within the last seven (7) years? YES NO

Are you a US Citizen? YES NO

Have you ever been evicted? YES NO

Have you ever been convicted of a felony? YES NO

If yes, please explain: _____

SPOUSE PERSONAL DATA

SPOUSE EMPLOYMENT BACKGROUND

Present Employer _____ Address _____ Phone Number _____

Dates of Employment _____ Hours/Week _____ Monthly Income _____ Position/Title/Type of Business _____

Previous Employer _____ Address _____ Phone Number _____

Dates of Employment _____ Monthly Income _____ Reason for Leaving _____

Previous Employer _____ Address _____ Phone Number _____

Dates of Employment _____ Monthly Income _____ Reason for Leaving _____

SPOUSE EDUCATIONAL BACKGROUND

High School: _____ Address: _____

Did you graduate? Yes _____ No _____ Diploma: _____

College: _____ Address: _____

Did you graduate? Yes _____ No _____ Degree: _____

Graduate School: _____ Address: _____

Did you graduate? Yes _____ No _____ Degree: _____

Other (Trade School, Specialized Training, etc.): Describe: _____

School: _____ Address: _____

Did you graduate? Yes _____ No _____ Certificate/Diploma: _____

SPOUSE MILITARY SERVICE

Branch: _____ **From:** _____ **To:** _____

Rank at Discharge: _____ **Type of Discharge:** _____

If other than honorable, explain: _____

Have you filed bankruptcy within the last seven (7) years? YES NO

Are you a US Citizen? YES NO

Have you ever been evicted? YES NO

Have you ever been convicted of a felony? YES NO

If yes, please explain: _____

SPOUSE FINANCIAL DISCLOSURE

SPOUSE ASSETS	BANK OR INSTITUTION	VALUE
Checking Account		
Savings Account		
Stocks/Bonds		
IRA Account		
401K		
Pension		
Real Estate		
Other: List Below		
SPOUSE LIABILITIES	BANK OR INSTITUTION	BALANCE
Auto Loan(s)		
School Loan(s)		
Mortgage		
Alimony		
Child Support		
Credit Card Debt: List Below:		
Other:		

REFERENCES: Name 4 people, not relatives; preferably people with whom you have had business dealings.

1. Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

2. Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

3. Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

4. Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Explain briefly why you would like a Home in Greenmont Village:

ACKNOWLEDGEMENTS AND AGREEMENTS:

The undersigned specifically acknowledges and agrees that (a) verification or reverification of any information contained in this Application may be made at any time by Greenmont, its agents, successors and assigns, either directly or through a credit reporting agency, from any source named in this Application including any Employer or the Internal Revenue Service for which Applicant agrees to sign the appropriate release supplied by Greenmont, and the original copy of this Application will be retained by Greenmont, even if the Application is not approved; (b) Greenmont will rely on the information contained in this Application and the Applicant has a continuing obligation to amend and/or supplement the information provided in this Application if any of the material facts represented herein should change; (c) Any material false statements on this Application may be grounds for revocation of this Application and/or termination of the Mutual Ownership Contract, if issued; (d) Greenmont makes no representations or warranties, expressed or implied, to Applicant regarding whether this Application will be accepted, the conditions of membership or the value of the membership; (e) Applicant represents that he or she is at least twenty-one (21) years of age; (f) Applicant understands and agrees that if this Application is accepted, that the Applicant will be required to sign a Mutual Ownership Contract containing terms and conditions of membership in Greenmont and also a Financial Responsibility Agreement; (g) Applicant understands that all occupants eighteen (18) years of age or older may be required to sign a Financial Responsibility Agreement and Background Check Authorization or other agreements reasonably requested by Greenmont; (h) Applicant agrees to pay Seventy-Five Dollars (\$75.00) with this application which shall be good for one year at which time an update and an additional fee may be requested; and (i) If Applicant is accepted as a Member, Applicant agrees to supply the names and ages of the occupants listed above who will occupy the unit.

Applicant's Signature

Date

Spouse's Signature (if applicable)

Date

GREENMONT MUTUAL HOUSING CORPORATION IS AN EQUAL HOUSING OPPORTUNITY ORGANIZATION.



GREENMONT MUTUAL HOUSING CORPORATION

AUTHORIZATION FORM FOR CRIMINAL BACKGROUND INVESTIGATION

APPLICANT

As further condition of membership application to Greenmont Mutual Housing Corporation,

I, _____, hereby give said Corporation permission to obtain a
Print Full Name

copy of my criminal background history.

I do hereby release all individuals connected therewith from all liability.

Dated this _____ day of _____ in the year _____.

Signed: _____

Alias: _____

Social Security Number: _____

Date of Birth: _____

Current Address: _____
(Include City, State, and Zip Code)

GREENMONT MUTUAL HOUSING CORPORATION

AUTHORIZATION FORM FOR CRIMINAL BACKGROUND INVESTIGATION

SPOUSE

As further condition of membership application to Greenmont Mutual Housing Corporation,

I, _____, hereby give said Corporation permission to obtain a
Print Full Name

copy of my criminal background history.

I do hereby release all individuals connected therewith from all liability.

Dated this _____ day of _____ in the year _____.

Signed: _____

Alias: _____

Social Security Number: _____

Date of Birth: _____

Current Address: _____
(Include City, State, and Zip Code)

GREENMONT MUTUAL HOUSING CORPORATION

AUTHORIZATION FORM FOR CRIMINAL BACKGROUND INVESTIGATION

DEPENDENTS 18 YEARS & OLDER

As further condition of membership application to Greenmont Mutual Housing Corporation,

I, _____, hereby give said Corporation permission to obtain a
Print Full Name

copy of my criminal background history.

I do hereby release all individuals connected therewith from all liability.

Dated this _____ day of _____ in the year _____.

Signed: _____

Alias: _____

Social Security Number: _____

Date of Birth: _____

Current Address: _____
(Include City, State, and Zip Code)