



## Preliminary Application

**Home by Hand** is a nonprofit organization promoting quality self-help housing in urban America. HbH is seeking individuals and families who want to participate in the building of their own home.

In order to be considered for a HbH home, you must meet the following Eligibility Criteria:

- Your household income must be at or below 120% of area median income (AMI) according to family size:

Family Size	1	2	3	4	5
Income Maximum	\$53,280	\$60,840	\$68,400	\$75,690	\$82,080

In addition, you must:

- Be able to qualify for a first mortgage (HbH will assist participants in pre-qualifying for mortgages)
- Commit to living in the new HbH home as a primary residence for a minimum of 3 years.\*\*
- Have the ability to maintain the new home (i.e. pay taxes, insurance and utilities).
- Commit to obtaining and maintaining liability insurance, flood insurance, and an active termite contract on the property for the duration of your residency in the home.
- Be employed or have a guaranteed stream of income.
- Contribute at least 3%\*\* of the purchase price as a down-payment once construction is complete
- Complete a 12-hour Homebuyer training course
- Contribute monthly to a savings plan
- Contribute 100 hours to constructing your home and the homes of other program participants (within the limits of your physical abilities)

\*\*\* Please note: residency requirements, buyer contribution amounts, and other requirements vary depending on applicant's household income and the amount of subsidy required. Veterans may qualify for financing that does not require a down-payment

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In order to be considered, application must be filled out completely.

**Date:** \_\_\_\_\_

**Personal Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

E-Mail Address (if applicable): \_\_\_\_\_

If you are selected, who will be living in the new home with you? Please include yourself and list the names and ages of everyone and their relationship to you.

1) Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

2) Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

3) Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

4) Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

5) Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

6) Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

\_\_\_\_\_

Were you living in New Orleans at the time of Hurricane Katrina? \_\_\_\_\_

If yes, address: \_\_\_\_\_

Are you or any members of your household (please describe):

Veteran/Active Military?

First Responder?\*

\*Preference will be given to First Responders

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**Financial Information**

Employer's Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and Phone Number of Your Work Supervisor: \_\_\_\_\_

Number of Years at Current Job: \_\_\_\_\_ Yearly Income: \_\_\_\_\_

If Less Than 6 Months, Number of Years at Previous Job: \_\_\_\_\_

If You Are Currently Not Working, Please List Income Amount(s):

Retirement: \_\_\_\_\_ Social Security: \_\_\_\_\_

Disability: \_\_\_\_\_ Other: \_\_\_\_\_

**IF THERE IS ANY OTHER INCOME FROM OTHER MEMBERS OF THE HOUSEHOLD, PLEASE LIST THE PERSON AND THE AMOUNT:**

Name: \_\_\_\_\_ Yearly Income: \_\_\_\_\_

Name: \_\_\_\_\_ Yearly Income: \_\_\_\_\_

Name: \_\_\_\_\_ Yearly Income: \_\_\_\_\_

Name: \_\_\_\_\_ Yearly Income: \_\_\_\_\_

Current Rent Payment: \_\_\_\_\_ How long have you lived at this address? \_\_\_\_\_

Are you Currently Paying or Receiving Child Support or Alimony?  Yes  No

If yes, what is the amount(s)? Paying: \_\_\_\_\_ Receiving: \_\_\_\_\_

**Property and Living Situation**

Have you ever owned a home before?  Yes  No

If Yes, do you still own that home or land?  Yes  No

If No, when did you sell that property? \_\_\_\_\_

Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your current work schedule? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What days and times would be best for you to work on HbH? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Please describe any construction experience you may have:

Please describe any fundraising or other experience you have that you believe will be beneficial:

**Please add any comments regarding your situation that were not covered in the application questions:**

All preliminary applications should be sent to:

**Home by Hand**  
**6323 Franklin Ave.**  
**New Orleans, LA 70122**

**erica@homebyhand.org**

**P: (504)529-3522**

**F: (504)945-1283**

**Applications are also available at: [www.homebyhand.org](http://www.homebyhand.org)**

