



November 29, 2016

SAMPLE

RE: Wyoming Valley Habitat for Humanity Application

Dear,

Thank you for contacting Wyoming Valley Habitat for Humanity (WVHFH) regarding our homeownership process. WVHFH is part of an international organization that partners with lower-income families to help them work towards their goal of homeownership.

Enclosed is a partnership application. Once you fill it out and return it to our office, you will have completed the first step in our application process. Our Family Selection committee will review your information and credit history and contact you with a determination. Please note that this process can take a few months.

If your application meets our guidelines, you will be asked to meet with our committee in our office. After that meeting, you may be asked to allow members of our committee to visit you in your current home.

You should know that Habitat for Humanity cannot offer immediate shelter in emergency situations. Our mission -- to help families attain homeownership -- involves investment of time and resources. Partnership is based on the following three criteria...

1. **Need for adequate housing** that cannot be obtained through conventional means.
2. **Ability to pay a mortgage**, taxes, and insurance, in addition to basic living expenses and regular home-maintenance expenses. Habitat for Humanity does not give away houses. We sell houses to partners through no-interest mortgages.
3. **Willingness and ability** of the applicant (and co-applicant, if applicable) to partner with WVHFH and invest volunteer work hours equal to 200 hours for the applicant and an additional 100 hours for the co-applicant or household member of 18 years or older.



Please include the following documentation with your application:

1. 4 weeks of paystubs
2. 2 Months Bank Statements
3. Current Utility Bill
4. Most Recent Income Tax Return
5. Proof of any additional income/assistance

If you have lived in Wyoming Valley for at least one year, and meet the income guidelines outlined in the enclosed package, we look forward to the opportunity to review your application.

Best regards,

Rachelle Renken
Office Administrator

Enc:

1. Wyoming Valley Habitat for Humanity Homeownership Application
2. Wyoming Valley Habitat for Humanity Mission Statement
3. Wyoming Valley Habitat for Humanity Family Selection Criteria