Homeownership Program Application – July 2021

Thank you for your interest in applying to Pikes Peak Habitat for Humanity!

Watching an information session is the first step in the application process. If you have not viewed, please go to information session.

Enclosed you will find the Pikes Peak Habitat for Humanity Homeownership Program application. Follow the steps listed below to complete your application.

- ❒ Step 1: Review the *Eligibility Questionnaire* on the back of this page to ensure that you understand the basic criteria for Habitat Homeownership.
- ❒ Step 2: Complete and sign all sections of the application.
- ❒ Step 3: Sign the attached forms and disclosures.
- ❒ Step 4: Using the provided checklist, gather required documentation and make COPIES to submit with your application (Habitat cannot make copies of your documentation). Please organize your application packet in the same order as the checklist.
- ❒ Step 5: Once your application is complete, return to office at: **2802 N. Prospect Street, 80907**

Applications will be accepted from July 19 - 30, 2021 between the hours of 8:30 am and 4:30 pm.

A **$15.00** credit check fee will be charged to each applicant ($30.00 for applications with an applicant and co-applicant). Please bring this fee, when you submit your application, in the form of a check or a money order. **Habitat cannot accept cash.**

If you have any questions, or need assistance with completing the application, please call our office at (719) 475-7800 ext. 103.

Homebuyers selected to purchase homes through Pikes Peak Habitat for Humanity's Homeownership Program will be done so by Pikes Peak Habitat for Humanity's Board of Directors in a manner that does not discriminate based on race, color, religion, sex, handicap, familial status, sexual orientation, age, gender identity or national origin or because all or part of the applicant's income is derived from public assistance programs.

EQUAL HOUSING OPPORTUNITY

2802 N. Prospect St. Colorado Springs, CO 80907
Tel: 719-475-7800 Fax: 719-473-3891 E-mail: office@pikespeakhabitat.org

Eligibility Questionnaire

Before completing the application for homeownership, please answer the questions below:

Visit pikespeakhabitat.org/program-qualifications/ for questions regarding the eligibility criteria

Income:

Does your income fall between the income minimum & maximum for your household size? Y N

Do you have a two year employment history with less than a three month gap in employment? OR has your income source been consistent for the past two years? Y N

Does all of your income count as an "eligible income source"? Y N

Residency:

Are all household members US Citizens or hold US Permanent Resident Cards? Y N

Have all applicants lived in El Paso County for at least one year? Y N

Credit:

If you've had a repossession, foreclosure, or eviction, has it been at least three years? Y N N/A

If you have any judgements on your credit, have they been paid-in-full and satisfied? Y N N/A

Have any bankruptcies been *discharged* at least two years prior to July 2021? Y N N/A

If you have collection accounts on your credit, do they total less than $2,500? Y N N/A

Marital Status:

If you are married, is your spouse listed as the co-applicant? Y N N/A

Have any pending divorces been finalized? Y N N/A

2021 Income Guidelines

Number in Household	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8+ person
Annual Minimum	$20,188	$23,072	$25,956	$28,840	$31,147	$33,454	$35,762	$38,069
Annual Maximum	$46,150	$52,750	$59,350	$65,900	$71,200	$76,450	$81,750	$87,000

If you answered "No" to any of the questions listed above, you may not meet the basic eligibility criteria for Habitat Homeownership. We recommend reaching out to our office to discuss your application.

2802 N. Prospect St. Colorado Springs, CO 80907
Tel: 719-475-7800 Fax: 719-473-3891 E-mail: office@pikespeakhabitat.org

Pikes Peak Habitat for Humanity

July 2021 Application Cover Page

Applicant Name(s): ____

Current Mailing Address: ____

Best Contact Phone #: ____

Best Time of day to call: ____

Email: ____

How did you hear about this program?: ____

Do you require interpretation? If so, which language? ____

Did you watch the information session?	Have you ever applied with Pikes Peak Habitat in the past?
☐ Yes ☐ No	☐ Yes - if yes, what year?___________ ☐ No

If approved for the program, how many people will be living in the house?

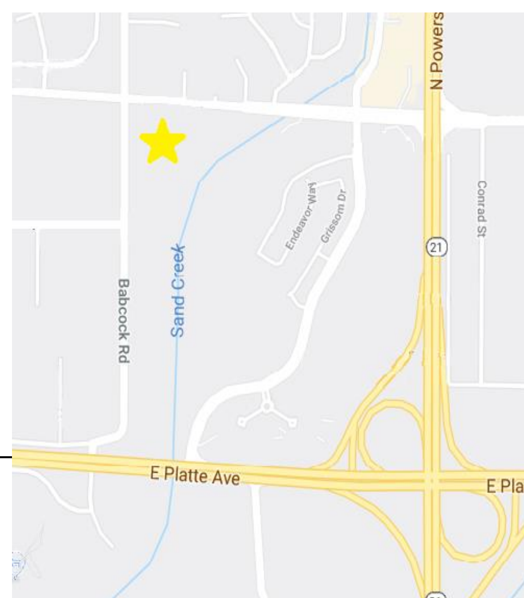
____________ Adults ____________ Children

Available Home Location

Colorado Springs

The Ridge at Sand Creek

Southeast Corner of Galley Road & Babcock Road



Pikes Peak Habitat Bedroom Policy

Homes will be built to accommodate current family size based on the following policy:

- Every household member have a bedroom.
- No more than 2 people will occupy a bedroom.
- Children of opposite genders will not share a bedroom.
- Children more that 5 years apart in age will not share a bedroom.
- Children of the same gender, less than 5 years apart will share a room.

PLEASE COMPLETE THE APPLICATION CHECKLIST ON REVERSE!

Application Checklist:

Provide COPIES only, Habitat will NOT make copies

- ☐ Have you completed **all sections** of the application cover page?
- ☐ Have you completed **all sections** of the application form?
- ☐ Have ALL applicants signed the application?
- ☐ Have ALL applicants signed the Equal Credit Opportunity Act Disclosure?
- ☐ Have ALL applicants completed a Borrower Signature Authorization Form (one per applicant)?
- ☐ Have ALL applicants signed the E-Sign Act Disclosure and Agreement?
- ☐ Have ALL applicants completed and signed the 4506-T Request for Transcript of Tax Return?
- ☐ Have you attached **COPIES** of all supporting documentation?:
  - ☐ Verification of all household income sources (for all household members over the age of 18)
    - 3 months paystubs for all applicants – April 2021, May 2021, June 2021
    - 2021 SSI/SSDI determination letters
    - alimony or child support registry
  - ☐ Tax returns (IRS Form 1040) **AND** W-2s
    - 2020
    - 2019
    - 2018
  - ☐ Two months of Bank Statements for all applicants – May 2021 & June 2021
  - ☐ Most recent household bills/statements
    - utilities
    - cell phone
    - auto loan
    - student loans
    - credit cards
  - ☐ Current lease agreement or written explanation of living arrangement
  - ☐ Government issued **Photo ID** for **all applicants**
  - ☐ Proof of Citizenship or Permanent Residency for **all household members** – Passport, Birth Certificate, or US Permanent Resident Card.
  - ☐ **Social Security cards** for **all members** of the household
  - ☐ Copy of all **minor children's birth certificates** (if applicable)
  - ☐ Divorce decree and custody statement (if divorced)
  - ☐ Copy of bankruptcy documents (if applicable)
  - ☐ Have you included your $15.00 ($30.00 for two applicants) credit check fee? (Please make your check or money order out to ***PPHFH.*** No cash will be accepted.)

Pikes Peak Habitat for Humanity®

Pikes Peak Habitat for Humanity
2802 N. Prospect St.
Colorado Springs, CO 80907

Application

Habitat Homeownership Program

Dear Applicant: Please complete this application to determine if you qualify for the Habitat for Humanity homeownership program. Please fill out the application as completely and accurately as possible. All information you include on this application will be kept confidential in accordance with the Gramm-Leach-Bliley Act.

1. APPLICANT INFORMATION

Applicant	Co-applicant
Applicant's name	**Co-applicant's name**
Social Security number ______________	Social Security number ______________
Home phone ______________ DOB__________	Home phone ______________ DOB__________
☐ Married ☐ Separated ☐ Unmarried (Incl. single, divorced, widowed)	☐ Married ☐ Separated ☐ Unmarried (Incl. single, divorced, widowed)
Dependents and others who will live with you (not listed by co-applicant)	**Dependents** and others who will live with you (not listed by co-applicant)
Name / Date of Birth / Male / Female	Name / Date of Birth / Male / Female
______________ ________ ☐ ☐	______________ ________ ☐ ☐
______________ ________ ☐ ☐	______________ ________ ☐ ☐
______________ ________ ☐ ☐	______________ ________ ☐ ☐
______________ ________ ☐ ☐	______________ ________ ☐ ☐
______________ ________ ☐ ☐	______________ ________ ☐ ☐
Present address (street, city, state, ZIP code) ☐ Own ☐ Rent	Present address (street, city, state, ZIP code) ☐ Own ☐ Rent
______________	______________
______________	______________
Number of years ______________	Number of years ______________

If you have lived at your present address for less than two years, complete the following:

Last address (street, city, state, ZIP code) ☐ Own ☐ Rent	Present address (street, city, state, ZIP code) ☐ Own ☐ Rent
______________	______________
______________	______________
Number of years ______________	Number of years ______________

List all states in which you have resided in the past ten years:

2. FOR OFFICE USE ONLY — DO NOT WRITE IN THIS SPACE

Date received: ______________	Date of selection committee approval: ______________
Date of notice of incomplete application letter: ______________	Date of board approval: ______________
Date of adverse action letter: ______________	Date of partnership agreement: ______________

3. WILLINGNESS TO PARTNER

To be considered for Habitat homeownership, you must be willing to complete 200 "sweat-equity" hours. Your help in building your home and the homes of others is called "sweat equity" and may include clearing the lot, painting, helping with construction, working at the Habitat ReStore, working in the Habitat office, attending homeownership classes or other approved activities.	**I AM WILLING TO COMPLETE THE REQUIRED SWEAT-EQUITY HOURS:** Yes No Applicant ☐ ☐ Co-applicant ☐ ☐

4. PRESENT HOUSING CONDITIONS

Number of bedrooms (please circle) 1 2 3 4 5

Other rooms in the place where you are currently living:

☐ Kitchen ☐ Bathroom ☐ Living room ☐ Dining room

☐ Other (please describe) ____

____

____

If you rent your residence, what is your monthly rent payment? $________________/month
(Please supply a copy of your lease or a copy of a money order receipt or canceled rent check.)

Name, address and phone number of current landlord: ____

____

____

____

In the space below, describe the condition of the house or apartment where you live. Why do you need a Habitat home?

____

____

____

____

____

____

____

____

5. PROPERTY INFORMATION

Have you owned a home in the past three years? ☐ No ☐ Yes

Are you currently listed as an owner or co-signer on any property? ☐ No ☐ Yes

If you own your residence, what is your monthly mortgage payment? $____________/month Unpaid balance $____________

Do you own land? ☐ No ☐ Yes Monthly payment $______________ Unpaid balance $______________

6. EMPLOYMENT INFORMATION			
Applicant		**Co-applicant**	
Name and address of **CURRENT** employer	Employment Dates (From - To, month/year)	Name and address of **CURRENT** employer	Employment Dates (From - To, month/year)
	Monthly (gross) wages $		Monthly (gross) wages $
Type of business	Business phone	Type of business	Business phone
If working at current job less than two years, complete the following information			
Name and address of **LAST** employer	Employment Dates (From - To, month/year)	Name and address of **LAST** employer	Employment Dates (From - To, month/year)
	Monthly (gross) wages $		Monthly (gross) wages $
Type of business	Business phone	Type of business	Business phone

7. MONTHLY INCOME				
Income source	**Applicant**	**Co-applicant**	**Others in household**	**Total**
Wages	$	$	$	$
TANF	$	$	$	$
Alimony	$	$	$	$
Child support	$	$	$	$
Social Security	$	$	$	$
SSI	$	$	$	$
Disability	$	$	$	$
Section 8 housing	$	$	$	$
Other: _______________	$	$	$	$
Other: _______________	$	$	$	$
Other: _______________	$	$	$	$
Total	**$**	**$**	**$**	**$**

PLEASE NOTE: Self-employed applicants may be required to provide additional documentation such as tax returns and financial statements.

HOUSEHOLD MEMBERS WHOSE INCOME IS LISTED ABOVE			
Name	Income source	Monthly income	Date of birth

8. SOURCE OF DOWN PAYMENT AND CLOSING COSTS

Where will you get the money to make the down payment or pay for closing costs (for example, savings or parents)? If you borrow the money, whom will you borrow it from, and how will you pay it back?

____

____

____

____

____

____

9. ASSETS

Name of bank, savings and loan, credit union, etc.	Address	City, state	ZIP	Account number	Current balance
					$
					$
					$
					$
					$
					$
					$
					$
					$

10. DEBT

	TO WHOM DO YOU AND THE CO-APPLICANT(S) OWE MONEY?					
	APPLICANT			CO-APPLICANT		
Account	Monthly payment	Unpaid balance	Months left to pay	Monthly payment	Unpaid balance	Months left to pay
Vehicle: Model____________	$	$		$	$	
Vehicle: Model____________	$	$		$	$	
Furniture, appliance, TVs (includes rent-to-own)	$	$		$	$	
Alimony	$	$		$	$	
Child support	$	$		$	$	
Credit card	$	$		$	$	
Credit card	$	$		$	$	
Credit card	$	$		$	$	
Total medical	$	$		$	$	
Other	$	$		$	$	
Other	$	$		$	$	
Total	$	$		$	$	

MONTHLY EXPENSES			
Account	**Applicant**	**Co-applicant**	**Total**
Rent	$	$	$
Utilities	$	$	$
Insurance	$	$	$
Child care	$	$	$
Internet service	$	$	$
Cell phone	$	$	$
Land line	$	$	$
Business expenses	$	$	$
Union dues	$	$	$
Other	$	$	$
Other	$	$	$
Other	$	$	$
Total	$	$	$

11. DECLARATIONS

Please check the box beside the word that best answers the following questions for you and the co-applicant

	Applicant	Co-applicant
a. Do you have any outstanding judgments because of a court decision against you?	☐ Yes ☐ No	☐ Yes ☐ No
b. Have you declared bankruptcy in the past seven years?	☐ Yes ☐ No	☐ Yes ☐ No
c. Have you had property foreclosed on or deed in lieu of foreclosure in the past seven years?	☐ Yes ☐ No	☐ Yes ☐ No
d. Are you currently involved in a lawsuit?	☐ Yes ☐ No	☐ Yes ☐ No
e. Have you directly or indirectly been obligated on any loan which resulted in foreclosure, transfer of title in lieu of foreclosure, or judgment?	☐ Yes ☐ No	☐ Yes ☐ No
f. Are you currently delinquent or in default on any federal debt or any other loan, mortgage financial obligation or loan guarantee?	☐ Yes ☐ No	☐ Yes ☐ No
g. Are you paying alimony or child support or separate maintenance?	☐ Yes ☐ No	☐ Yes ☐ No
h. Are you a co-signer or endorser on any loan?	☐ Yes ☐ No	☐ Yes ☐ No
i. Are you a U.S. citizen or permanent resident?	☐ Yes ☐ No	☐ Yes ☐ No
j. Have you or anyone in your household served or is currently serving in the U.S. military?	☐ Yes ☐ No	☐ Yes ☐ No

If you answered “yes” to any question a through h, or "no" to question i, please explain on a separate piece of paper.

12. AUTHORIZATION AND RELEASE

I understand that by completing this application, I am authorizing Habitat for Humanity to evaluate my actual need for the Habitat homeownership program, my ability to repay an affordable loan and other expenses of homeownership, and my willingness to be a partner through sweat equity.

I understand that the evaluation will include a home visit, a credit check and employment verification. I have answered all the questions on this application truthfully. I understand that if I have not answered the questions truthfully, my application may be denied, and that even if I have already been selected to receive a Habitat home, I may be disqualified from the program and forfeit any rights or claims to a Habitat home. The original or a copy of this application will be retained by Habitat for Humanity even if the application is not approved.

I also understand that Habitat for Humanity screens all applicants on the sex offender registry. By completing this application, I am submitting myself to such an inquiry. I further understand that by completing this application, I am submitting myself to a criminal background check.

Applicant signature	Date	Co-applicant signature	Date
X ____________________________	__________	X ____________________________	__________

PLEASE NOTE: If more space is needed to complete any part of this application, please use a separate sheet of paper and attach it to this application. Please mark your additional comments with “A” for applicant or “C” for co-applicant.

13. RIGHT TO RECEIVE COPY OF APPRAISAL

This is to notify you that we may order an appraisal in connection with your loan and we may charge you for this appraisal. Upon completion of the appraisal, we will promptly provide a copy to you, even if the loan does not close.

Applicant signature	Co-applicant signature
X ________________________________	X ________________________________

14. ADDITIONAL DISCLOSURES

Your signature at the end of this section is to act as verification that your application included the attached documents:

1. Equal Credit Opportunity Act Notice
2. Borrower Signature Authorization Form
3. E-Sign Act Disclosure & Agreement
4. Pikes Peak Habitat for Humanity's Privacy Notice
5. 4506-T Request for Tax Transcripts

Applicant signature	Co-applicant signature
X ________________________________	X ________________________________

EQUAL HOUSING OPPORTUNITY

Homebuyers selected to purchase homes through Pikes Peak Habitat for Humanity’s Homeownership Program will be done so by Pikes Peak Habitat for Humanity’s Board of Directors in a manner that does not discriminate based on race, color, religion, sex, handicap, familial status, sexual orientation, age, gender identity or national origin or because all or part of the applicant’s income is derived from public assistance programs.

15. INFORMATION FOR GOVERNMENT MONITORING PURPOSES

PLEASE READ THIS STATEMENT BEFORE COMPLETING THE BOX BELOW: We are requesting the following information to monitor our compliance with the federal Equal Credit Opportunity Act, which prohibits unlawful discrimination. You are not required to provide this information. We will not take this information (or your decision not to provide this information) into account in connection with your application or credit transaction. The law provides that a creditor may not discriminate based on this information, or based on whether or not you choose to provide it. If you choose not to provide the information, we may note it by visual observation or surname.

Applicant	Co-applicant
☐ I do not wish to furnish this information	☐ I do not wish to furnish this information
Race (applicant may select more than one racial designation): ☐ American Indian or Alaska Native ☐ Native Hawaiian or other Pacific Islander ☐ Black/African-American ☐ White ☐ Asian	**Race** (applicant may select more than one racial designation): ☐ American Indian or Alaska Native ☐ Native Hawaiian or other Pacific Islander ☐ Black/African-American ☐ White ☐ Asian
Ethnicity: ☐ Hispanic or Latino ☐ Non-Hispanic or Latino	**Ethnicity:** ☐ Hispanic or Latino ☐ Non-Hispanic or Latino
Sex: ☐ Female ☐ Male	**Sex:** ☐ Female ☐ Male
Birthdate: __________/__________/__________	**Birthdate:** __________/__________/__________
Marital status: ☐ Married ☐ Separated ☐ Unmarried (single, divorced, widowed)	**Marital status:** ☐ Married ☐ Separated ☐ Unmarried (single, divorced, widowed)

To be completed only by the person conducting the interview		
This application was taken by: ☐ Face-to-face interview ☐ By mail ☐ By telephone	Interviewer’s name (print or type)	
	Interviewer’s signature	Date
	Interviewer’s phone number	

Pikes Peak Habitat for Humanity®

EQUAL CREDIT OPPORTUNITY ACT NOTICE

Special Purpose Credit Program Notice

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal Agency that monitors compliance with this law concerning this company is the Federal Trade Commission, with offices at: FTC Regional Office for the Western region, 600 Pennsylvania Ave., NW Washington DC 20580 or Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.

You need not disclose income from alimony, child support or separate maintenance payment if you choose not to do so. However, because we operate a Special Purpose Credit Program, we may request and require, in order to determine an applicant's eligibility for the program and the affordable mortgage amount, information regarding the applicant's marital status; alimony, child support, and separate maintenance income; and the spouse's financial resources.

Accordingly, if you receive income from these sources and do not provide this information with your application, your application will be considered incomplete and we will be unable to invite you to participate in the Habitat program.

Borrower Name: ____________________________________

Borrower Signature:__________________________________

Date:____________

Co-Borrower Name: __________________________________

Co-Borrower Signature: ______________________________

Date:____________

Pikes Peak Habitat for Humanity®

Borrower Signature Authorization

Privacy Act Notice: This information is to be used by the agency collecting it or its assignees in determining whether you qualify as a prospective mortgagor under its program. It will not be disclosed outside the agency except as required and permitted by law. You do not have to provide this information, but if you do not your application for approval as a prospective mortgagor or borrower may be delayed or rejected. The information requested in this form is authorized by Title 38, USC, Chapter 37 (if VA); by 12 USC, Section 1701 et. seq. (if HUD/FHA); by 42 USC, Section 1452b (if HUD/CPD); and Title 42 USC, 1471 et. seq., or 7 USC, 1921 et. seq. (if USDA/FmHA).

Part I – General Information

1. Borrower Name	2. Name and Address of Lender **Pikes Peak Habitat for Humanity** **Colorado Springs, CO 80907**

Part II – Borrower Authorization

I hereby authorize the Lender/Broker to verify my past and present employment earnings records, bank accounts, stock holdings, and any other asset balances that are needed to process my mortgage loan application.

I further authorize the Lender/Broker to order a consumer credit report and verify other credit information, including past and present mortgage and landlord references.

It is understood that a copy of this form will also serve as authorization.

The information the Lender/Broker obtains is only to be used in the processing of my application for a mortgage loan.

_______________________________________ ____________

Borrower Signature Date

E-SIGN ACT DISCLOSURE AND AGREEMENT

We are pleased to offer you the opportunity to receive information about your account electronically. If you would like to receive correspondence and notices from us electronically, instead of paper copies through the mail, please review this notice and provide your consent.

1. **Scope of Communications to Be Provided in Electronic Form.** When you use a product or service to which this disclosure applies, you agree that we may provide you with any communications in electronic format, and that we may discontinue sending paper communications to you, unless and until you withdraw your consent as described below. Your consent to receive electronic communications and transactions includes, but is not limited to:
    - All legal and regulatory disclosures and communications associated with the product or service available through Pikes Peak Habitat for Humanity.
    - Notices or disclosures about a change in the terms of your account or associated payment feature and responses to claims.
    - Privacy policies and notices.

2. **Method of Providing Communications to You in Electronic Form.** All communications that we provide to you in electronic form will be provided either (1) via e-mail, (2) by access to a web site that we will designate in an e-mail notice we send to you at the time the information is available, or (3) to the extent permissible by law, by access to a web site that we will generally designate in advance for such purpose. The information that Habitat may deliver to you could be confidential in nature. By signing this agreement you acknowledge and agree that Habitat shall not be responsible for verifying the identity of any person sending an email from your email account. You also agree to hold Habitat harmless for any damages resulting from unauthorized access to emails and/or information sent between you and Habitat. Habitat shall not be responsible for delays in the transmission of any information or for any computer virus, hacking or related problems.

3. **How to Withdraw Consent.** You may withdraw your consent to receive communications in electronic form by contacting us at office@pikespeakhabitat.org and 2802 N. Prospect St., Colorado Springs, CO 80907. At our option, we may treat your provision of an invalid email address, or the subsequent malfunction of a previously valid email address, as a withdrawal of your consent to receive electronic communications. We will not impose any fee to process the withdrawal of your consent to receive electronic communications. Any withdrawal of your consent to receive electronic communications will be effective only after we have a reasonable period of time to process your withdrawal.

4. **How to Update Your Records.** It is your responsibility to provide us with true, accurate and complete e-mail address, contact, and other information related to this E-Sign Act disclosure and your account, and to maintain and update promptly any changes in this information. You can update information (such as your e-mail address) by contacting us at office@pikespeakhabitat.org and 2802 N. Prospect St., Colorado Springs, CO 80907.

6. **Requesting Paper Copies.** We will not send you a paper copy of any communication, unless you request it or we otherwise deem it appropriate to do so. You can obtain a paper copy of an electronic communication by printing it yourself or by requesting that we mail you a paper copy,

provided that such request is made within a reasonable time after we first provided the electronic communication to you. To request a paper copy, contact us at office@pikespeakhabitat.org and 2802 N. Prospect St., Colorado Springs, CO 80907. We may charge you a reasonable service charge for the delivery of paper copies of any communication provided to you electronically pursuant to this authorization. We reserve the right, but assume no obligation, to provide a paper (instead of electronic) copy of any communication that you have authorized us to provide electronically.

7. **Communications in Writing.** All communications in either electronic or paper format from us to you will be considered "in writing." You should print or download for your records a copy of this disclosure and any other communication that is important to you.

8. **Federal Law.** You acknowledge and agree that your consent to electronic communications is being provided in connection with a transaction affecting interstate commerce that is subject to the federal Electronic Signatures in Global and National Commerce Act, and that you and we both intend that the Act apply to the fullest extent possible to validate our ability to conduct business with you by electronic means.

9. **Termination/Changes.** We reserve the right, in our sole discretion, to discontinue the provision of your electronic communications, or to terminate or change the terms and conditions on which we provide electronic communications. We will provide you with notice of any such termination or change as required by law.

10. **Consent.** By signing below you agree that you have read, understand, and agree to the E-Sign Act. You hereby give your affirmative consent to provide electronic communications to you as described herein. You further agree that your computer satisfies the hardware and software requirements specified above and that you have provided us with a current e-mail address at which we may send electronic communications to you.

Acknowledged and Agreed to by:

Borrower Signature: ______________________________

Name: ____

Date: ____

Email Address:___________________________________

Co-Borrower Signature: __________________________

Name: ____

Date: ____

Email Address:___________________________________

Form **4506-T** (March 2021)
Department of the Treasury
Internal Revenue Service

Request for Transcript of Tax Return

► Do not sign this form unless all applicable lines have been completed.
► Request may be rejected if the form is incomplete or illegible.
► For more information about Form 4506-T, visit *www.irs.gov/form4506t*.

OMB No. 1545-1872

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return.** There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	**1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)**
2a If a joint return, enter spouse's name shown on tax return.	**2b Second social security number or individual taxpayer identification number if joint tax return**

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)

4 Previous address shown on the last return filed if different from line 3 (see instructions)

5 Customer file number (if applicable) (see instructions)

Note: Effective July 2019, the IRS will mail tax transcript requests only to your address of record. See **What's New** under **Future Developments** on Page 2 for additional information.

6 **Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ► ____________

a **Return Transcript,** which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days . . . . ☐

b **Account Transcript,** which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days . ☐

c **Record of Account,** which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days . . . . ☐

7 **Verification of Nonfiling,** which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days . . ☐

8 **Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2016, filed in 2017, will likely not be available from the IRS until 2018. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days . ☐

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 **Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately. | / / | / / | / / | / / |

Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** This form must be received by IRS within 120 days of the signature date.

☐ **Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T.** See instructions.

Phone number of taxpayer on line 1a or 2a

Sign Here

Signature (see instructions) Date

Title (if line 1a above is a corporation, partnership, estate, or trust)

Spouse's signature Date

Section references are to the Internal Revenue Code unless otherwise noted.

Future Developments

For the latest information about Form 4506-T and its instructions, go to *www.irs.gov/form4506t.* Information about any recent developments affecting Form 4506-T (such as legislation enacted after we released it) will be posted on that page.

The filing location for the Form 4506-T has changed. **Please see Chart for individual transcripts or Chart for all other transcripts** for the correct mailing location.

What's New. As part of its ongoing efforts to protect taxpayer data, the Internal Revenue Service announced that in July 2019, it will stop all third-party mailings of requested transcripts. After this date masked Tax Transcripts will only be mailed to the taxpayer's address of record.

If a third-party is unable to accept a Tax Transcript mailed to the taxpayer, they may either contract with an existing IVES participant or become an IVES participant themselves. For additional information about the IVES program, go to *www.irs.gov* and search IVES.

General Instructions

Caution: Do not sign this form unless all applicable lines have been completed.

Purpose of form. Use Form 4506-T to request tax return information. Taxpayers using a tax year beginning in one calendar year and ending in the following year (fiscal tax year) must file Form 4506-T to request a return transcript.

Note: If you are unsure of which type of transcript you need, request the Record of Account, as it provides the most detailed information.

Customer File Number. The transcripts provided by the IRS have been modified to protect taxpayers' privacy. Transcripts only display partial personal information, such as the last four digits of the taxpayer's Social Security Number. Full financial and tax information, such as wages and taxable income, are shown on the transcript.

An optional Customer File Number field is available to use when requesting a transcript. This number will print on the transcript. See Line 5 instructions for specific requirements. The customer file number is an optional field and not required.

Tip. Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

Automated transcript request. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946.

Where to file. Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart shows two different addresses, send your request to the address based on the address of your most recent return.

Line 1b. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 3. Enter your current address. If you use a P.O. box, include it on this line.

Line 4. Enter the address shown on the last return filed if different from the address entered on line 3.

Note: If the addresses on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address. For a business address, file Form 8822-B, Change of Address or Responsible Party — Business.

Line 5. Enter up to 10 numeric characters to create a unique customer file number that will appear on the transcript. The customer file number **should not** contain an SSN. Completion of this line is not required.

Note. If you use an SSN, name or combination of both, we will not input the information and the customer file number will reflect a generic entry of "9999999999" on the transcript.

Line 6. Enter only one tax form number per request.

Signature and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. The IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.

CAUTION *You must check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked.*

Individuals. Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations. Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer. A bona fide shareholder of record owning 1 percent or more of the outstanding stock of the corporation may submit a Form 4506-T but must provide documentation to support the requester's right to receive the information.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Note: If you are Heir at law, Next of kin, or Beneficiary you must be able to establish a material interest in the estate or trust.

Documentation. For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the letters testamentary authorizing an individual to act for an estate.

Signature by a representative. A representative can sign Form 4506-T for a taxpayer only if the taxpayer has specifically delegated this authority to the representative on Form 2848, line 5. The representative must attach Form 2848 showing the delegation to Form 4506-T.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form,** 10 min.; **Preparing the form,** 12 min.; and **Copying, assembling, and sending the form to the IRS,** 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service
Tax Forms and Publications Division
1111 Constitution Ave. NW, IR-6526

Washington, DC 20224

Do not send the form to this address. Instead, see *Where to file* on this page.

Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)

If you filed an individual return and lived in:	Mail or fax to:
Florida, Louisiana, Mississippi, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team Stop 6716 AUSC Austin, TX 73301 855-587-9604
Alabama, Arkansas, Delaware, Georgia, Illinois, Indiana, Iowa, Kentucky, Maine, Massachusetts, Minnesota, Missouri, New Hampshire, New Jersey, New York, North Carolina, Oklahoma, South Carolina, Tennessee, Vermont, Virginia, Wisconsin	Internal Revenue Service RAIVS Team Stop 6705 S-2 Kansas City, MO 64999 855-821-0094
Alaska, Arizona, California, Colorado, Connecticut, District of Columbia, Hawaii, Idaho, Kansas, Maryland, Michigan, Montana, Nebraska, Nevada, New Mexico, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Dakota, Utah, Washington, West Virginia, Wyoming	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 855-298-1145

Chart for all other transcripts

If you lived in or your business was in:	Mail or fax to:
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 855-298-1145
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	Internal Revenue Service RAIVS Team Stop 6705 S-2 Kansas City, MO 64999 855-821-0094

Pikes Peak Habitat for Humanity®

Privacy Statement and Notice

At Pikes Peak Habitat for Humanity, we are committed to keeping your information private. We recognize the importance applicants, program families, tenants, and homeowners place on the privacy and confidentiality of their information. While new technologies allow us to more efficiently serve our customers, we are committed to maintaining privacy standards that are synonymous with our established and trusted name.

When collecting, storing, and retrieving applicant, program family, and homeowner data – such as tax returns, pay stubs, credit reports, employment verifications and payment history – internal controls are maintained throughout the process to ensure security and confidentiality.

We collect nonpublic personal information about you from the following sources:

- Information we receive from you on applications or other form
- Information about your transactions with us or others
- Information we receive from a consumer reporting agency

We may disclose the following kinds of nonpublic personal information about you:

- Information we receive from you on applications or other forms, such as your name, address, social security number, assets, and income
- Information about your transactions with us or others such as your loan balance and payment history
- Information we receive from a consumer reporting agency such as your credit worthiness and credit history

Pikes Peak Habitat for Humanity employees and volunteers are subject to a written policy regarding confidentiality, and access to applicant data is restricted to staff and volunteers on an as-needed basis. Information is used for lawful business purposes and is never shared with third parties without your consent, except as permitted by law. As permitted by law, we may disclose nonpublic personal information about you to the following types of third parties:

- Financial service providers, such as mortgage servicing agents
- Credit reporting agencies
- Nonprofit organizations, government entities, or other subsidy providers

If you prefer that we do not disclose non-public personal information about you to nonaffiliated third parties, you may opt out of those disclosures, that is, you may direct us not to make those disclosures (other than disclosures permitted by law). If you wish to opt out of disclosures to nonaffiliated third parties, you may call Pikes Peak Habitat for Humanity at (719) 475-7800.