



Dear Habitat Homeowner Applicant,

Thank you for applying to Central Berkshire Habitat for Humanity’s homeownership program and the 266-268 Onota Street in Pittsfield Fair Housing Selection.

We look forward to working alongside you on your path to homeownership. To be eligible for affordable homeownership through Central Berkshire Habitat, your household must fulfill the following requirements:

Income Eligibility: Habitat uses income eligibility to make sure we work with applicants who have the means to pay an affordable mortgage. For the Prosperity Way Fair Housing Selection, the total household income must not exceed 80% of AMI as determined by the U.S. Department of Housing. Our primary concern is that all homebuyer partners are able to take on the financial responsibility of a mortgage. **Asset restrictions apply – total household assets cannot exceed \$75,000.**

Household Size	1	2	3	4	5	6
Maximum Allowable Household Income	\$63,000	\$72,000	\$81,000	\$90,000	\$97,200	\$104,400
Minimum Allowable Household Income	\$39,375	\$45,000	\$50,625	\$56,250	\$60,750	\$65,250

Need for Better Housing: To help build decent, safe, affordable housing we work with applicants whose current housing is inadequate or substandard. Applicants must have lived or worked in Berkshire County for at least one year before applying for Habitat home. Current housing may qualify if:

- There is insufficient space for family size
- The home is unsafe, in disrepair, or infested
- The home is a temporary housing solution
- The family is paying more than 30% of their income on housing.

Willingness to Partner: Habitat works in partnership with our homeowners and we ask that you be ready and available to work alongside Habitat volunteers and staff. Potential homeowners must fulfill between 275 and 425 partnership hours, or volunteer service, and

participate in financial education and first-time homeownership classes. A Habitat home is hard work and requires a willingness to invest in the responsibilities of homeownership.

What's next? Here is what you need to do to move this process forward:

- Bring in / mail in all requested documentation. *We encourage you to apply **early**.*
- Meet with homebuyer services staff to review your complete application.

If you need any assistance in completing the application or the mortgage pre-approval process we have folks that can help.

We look forward to working with you. If you have any questions or concerns please contact any of our dedicated homebuyer services staff at 413-442-3181 x2 or stop by our office at 314 Columbus Ave. Pittsfield MA.

To complete your application, we need the following items as applicable. Please review the Equal Opportunity Act notice included in your application packet when considering which requested documentation is applicable.

Identification Documentation

- Valid photo ID for all applicants
- Social Security cards for all household members

Assets

Most recent six months bank statements (for all applicable asset accounts)

- Checking account
- Savings account

Most recent 3 months of investment and retirement accounts for all persons in the house

- CDs/Money Market account
- Retirement account

Utilities

Most recent three months bills (for all applicable utilities)

- Electric
- Gas/Oil Heat
- Cable/internet
- Telephone/cell phone

Employment Wages

- Pay stubs for the 5 most recent consecutive paystubs for all jobs. Note: You must provide 5 paystubs whether you are paid weekly, bi-weekly, or monthly.
- W2 tax document for last two years
- Copies of income tax returns for last two years (2022,2023)
- If Self-Employed a Profit and Loss for each year
- Estimated Profit and Loss through the current year

Child Support/Alimony

Include either child support or alimony as income

- Copy of most recent court order and documentation showing receipt of child support
- Copy of divorce decree

Social Security and Benefits documents

- Social Security award letter
- SNAP benefits letter
- Any other sources of income

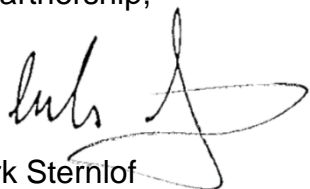
Other: Unborn Child: A household may count an unborn child as a household member; the household must submit proof of pregnancy with the application. i.e., a letter from the doctor.

Student Status: Proof of student status for dependent household members over age 18 and full-time students. Letter from High School or College providing student status, full-time or part-time for current and next semester.

Part of the application process is obtaining a pre-approval from a lender, there are lenders that offer special rates for Habitat buyers and the USDA is another excellent lending source that can provide favorable rates and terms. We highly suggest comparing lending programs.

Habitat brings people together to build homes, communities, and hope. We are happy to assist you in any way we can to help you realize your dreams of homeownership.

In partnership,

A handwritten signature in black ink, appearing to read 'Mark Sternlof', with a large, stylized flourish extending from the end of the signature.

Mark Sternlof
Homebuyer Specialist
Central Berkshire Habitat for Humanity
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