



Thank you for your interest in IHA's Purchase-Repair Homeownership Program.

Funded through USDA Rural Development, this program helps families and individuals become homeowners, even if they do not qualify for a traditional mortgage.

We work with program participants to obtain a certificate of eligibility from USDA for a no down payment, below market fixed rate 33-year mortgage. We also provide credit repair and budgeting workshops and one-on-one sessions for those that need help in this area, bundle together all of the documents and verifications required to go out with the application, inspect potential homes for realtors to determine whether a home qualifies for the program, work up a list of required repairs along with a cost estimate, set up and manage supervised bank accounts for the portion of the loan designated to cover the repairs after closing, manage the repair process after closing, and teach new homeowners how to repair and maintain their new home.

We will need your credit report(s) in order to determine whether you are prequalified for the program. The credit report fee is \$20.65, which is what we pay for a soft-hit tri-merge report that captures all three credit bureaus in one document. To avoid the fee, you can obtain your three reports yourself by visiting <https://www.annualcreditreport.com> or by attending one of our Credit Cafés held regularly throughout the year at the Prosperity Center in Frederick.

I have included the program brochure, the prequalification worksheet and two authorization to release forms, should you care to apply or to share this information with a friend or colleague. Everyone over the age of 18 that will be part of the household must sign an authorization to release form.

If you have any additional questions, please don't hesitate to ask.

Best regards,

*Carol*

Carol C. Riggles  
Homeownership Program Manager

Interfaith Housing Alliance, Inc.  
5301 Buckeystown Pike, Suite 320  
Frederick, MD 21704



IHA strengthens communities by providing affordable housing opportunities and supportive services to improve the quality of life and economic stability for seniors, working families and individuals.

# IHA PURCHASE REPAIR PROGRAM PREQUALIFICATION WORKSHEET

Date: \_\_\_\_\_ County I plan to live in: \_\_\_\_\_

Applicant (Full Name): \_\_\_\_\_ SSN: \_\_\_\_\_

Co-Applicant (Full Name): \_\_\_\_\_ SSN: \_\_\_\_\_

Mail Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address(es): \_\_\_\_\_

Are you presently working with a Realtor? \_\_\_\_\_ If so, with whom? \_\_\_\_\_

List All Household Members	Marital Status (Single, Married, Divorced, Separated)	Relation to Applicant	Date of Birth	Full Time Student (Y or N)	Disabled (Y or N)	Gross Monthly Income (list all sources including employment, child support, social security, retirement, alimony, etc.)
John Doe (sample)	Single	Self	1/2/1966	N	N	7.50/hr 40 hours/week \$300/month child support
Joyce Doe (sample)	Single	Daughter	6/28/2001	Y	N	

Are you presently receiving food stamps? Yes / No If yes, how much per month? \$ \_\_\_\_\_

Do you currently pay child care? Yes / No If yes, how much monthly? \$ \_\_\_\_\_ School Months  
\$ \_\_\_\_\_ Summer Months

Do you pay alimony or child support? Yes / No If yes, how much per month? \$ \_\_\_\_\_

**IHA requires your credit history in order to determine whether you prequalify for a mortgage loan.**

**If you do not prequalify immediately, IHA will work with you until you do.**

Please find enclosed a check or money order for \_\_\_\_\_ to run the credit reports(s).  
(\$20.65 per person, applicant and co-applicant only)

or

I will provide a copy of my report(s) with this worksheet.

ASSETS: Checking Account	\$ _____	Do you own real estate? Yes / No
Savings Account	\$ _____	If yes, value \$ _____
Other	\$ _____	

Current living conditions:  Renting \$ \_\_\_\_\_ /month  Living w/ relatives  Homeowner

Are current conditions adequate? Yes / No If no, please explain:

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**How did you hear about IHA's Purchase Repair Homeownership Program?**

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\* \_\_\_\_\_

**Applicant Signature**

\* \_\_\_\_\_

**Co-Applicant Signature**

**\*There is a \$500 loan processing fee to submit a USDA-RD 502 Direct loan application. This fee is WAIVED IN FULL for Purchase Repair clients. If a client decides not to continue with the Purchase Repair Program after becoming eligible for their loan the \$500 fee will be due in full at closing.**

**United States Department of Agriculture  
Rural Development  
Rural Housing Service**

**AUTHORIZATION TO RELEASE INFORMATION**

TO: \_\_\_\_\_

RE: \_\_\_\_\_  
Account or Other Identifying Number

\_\_\_\_\_  
Name of Customer

I, and/or adults in my household, have applied for or obtained a loan or grant from the Rural Housing Service (RHS), part of the Rural Development mission area of the United States Department of Agriculture. As part of this process or in considering my household for interest credit, payment assistance, or other servicing assistance on such loan, RHS may verify information contained in my request for assistance and in other documents required in connection with the request.

I, or another adult in my household, authorize you to provide to RHS for verification purposes the following applicable information:

- Past and present employment or income records.
- Bank account, stock holdings, and any other asset balances.
- Past and present landlord references
- Other consumer credit references.

If the request is for a new loan or grant, I further authorize RHS to order a consumer credit report and verify other credit information.

I understand that under the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401, *et seq.*, RHS is authorized to access my financial records held by financial institutions in connection with the consideration or administration of assistance to me. I also understand that financial records involving my loan and loan application will be available to RHS without further notice or authorization, but will not be disclosed or released by RHS to another Government agency or department or used for another purpose without my consent except as required or permitted by law.

This authorization is valid for the life of the loan.

The recipient of this form may rely on the Government's representation that the loan is still in existence.

The information RHS obtains is only to be used to process my request for a loan or grant, interest credit, payment assistance, or other servicing assistance. I acknowledge that I have received a copy of the Notice to Applicant Regarding Privacy Act Information. I understand that if I have requested interest credit or payment assistance, this authorization to release information will cover any future requests for such assistance and that I will not be renofified of the Privacy Act information unless the Privacy Act information has changed concerning use of such information.

**A copy of this authorization may be accepted as an original.**

Your prompt reply is appreciated.

\_\_\_\_\_  
Signature (*Applicant or Adult Household Member*)

\_\_\_\_\_  
Date

*According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless as displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0172. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

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## NOTICE TO APPLICANT REGARDING PRIVACY ACT INFORMATION

The information requested on this form is authorized to be collected by the Rural Housing Service (RHS), Rural Business-Cooperative Services (RBS), Rural Utilities Service (RUS) or the Farm Service Agency (FSA) ("the agency") by title V of the Housing Act of 1949, as amended (42 U.S.C. 1471 et seq.) or by the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.), or by other laws administered by RHS, RBS, RUS or FSA.

Disclosure of information requested is voluntary. However, failure to disclose certain items of information requested, including your Social Security Number or Federal Identification Number, may result in a delay in the processing of an application or its rejection. Information provided may be used outside of the agency for the following purposes:

1. When a record on its face, or in conjunction with other records, indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, disclosure may be made to the appropriate agency, whether Federal, foreign, State, local, or tribal, or other public authority responsible for enforcing, investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto, if the information disclosed is relevant to any enforcement, regulatory, investigative, or prosecutive responsibility of the receiving entity.
2. A record from this system of records may be disclosed to a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained.
3. Rural Development will provide information from this system to the U.S. Department of the Treasury and to other Federal agencies maintaining debt servicing centers, in connection with overdue debts, in order to participate in the Treasury Offset Program as required by the Debt Collection Improvement Act, Pub. L. 104-134, Section 31001.
4. Disclosure of the name, home address, and information concerning default on loan repayment when the default involves a security interest in tribal allotted or trust land. Pursuant to the Cranston-Gonzales National Affordable Housing Act of 1990 (42 U.S.C. 12701 et seq.), liquidation may be pursued only after offering to transfer the account to an eligible tribal member, the tribe, or the Indian Housing Authority serving the tribe(s).
5. Referral of names, home addresses, social security numbers, and financial information to a collection or servicing contractor, financial institution, or a local, State, or Federal agency, when Rural Development determines such referral is appropriate for servicing or collecting the borrower's account or as provided for in contracts with servicing or collection agencies.
6. It shall be a routine use of the records in this system of records to disclose them in a proceeding before a court or adjudicative body, when: (a) the agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee, or (d) the United States is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation, provided; however, that in each case, the agency determines that disclosure of the records is a use of the information contained in the records that is compatible with the purpose for which the agency collected the records.
7. Referral of names, home addresses, and financial information for selected borrowers to financial consultants, advisors, lending institutions, packagers, agents and private or commercial credit sources, when Rural Development determines such referral is appropriate to encourage the borrower to refinance the Rural Development indebtedness as required by title V of the Housing Act of 1949, as amended (42 U.S.C. 1471), or to assist the borrower in the sale of the property .
8. Referral of legally enforceable debts to the Department of the Treasury, Internal Revenue Service (IRS), to be offset against any tax refund that may become due the debtor for the tax year in which the referral is made, in accordance with the IRS regulations at 26 C.F.R. 301.6402-6T, Offset of Past Due Legally Enforceable Debt Against Overpayment, and under the authority contained in 31 U.S.C. 3720A.
9. Referral of information regarding indebtedness to the Defense Manpower Data Center, Department of Defense, and the United States Postal Service for the purpose of conducting computer matching programs to identify and locate individuals receiving Federal salary or benefit payments and who are delinquent in their repayment of debts owed to the U.S. Government under certain programs administered by Rural Development in order to collect debts under the provisions of the Debt Collection Act of 1982 (5 U.S.C. 5514) by voluntary repayment, administrative or salary offset procedures, or by collection agencies.
10. Referral of names, home addresses, and financial information to lending institutions when Rural Development determines the individual may be financially capable of qualifying for credit with or without a guarantee.
11. Disclosure of names, home addresses, social security numbers, and financial information to lending institutions that have a lien against the same property as Rural Development for the purpose of the collection of the debt. These loans can be under the direct and guaranteed loan programs.
12. Referral to private attorneys under contract with either Rural Development or with the Department of Justice for the purpose of foreclosure and possession actions and collection of past due accounts in connection with Rural Development.
13. It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when: (a) The agency or any component thereof; or (b) any employee of the agency in his or her official capacity where the Department of Justice has agreed to represent the employee; or (c) the United States Government, is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records by the Department of Justice is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records.

**NOTICE TO APPLICANT REGARDING PRIVACY ACT INFORMATION- CONTINUED**

14. Referral of names, home addresses, social security numbers, and financial information to the Department of Housing and Urban Development (HUD) as a record of location utilized by Federal agencies for an automatic credit prescreening system.

15. Referral of names, home addresses, social security numbers, and financial information to the Department of Labor, State Wage Information Collection Agencies, and other Federal, State, and local agencies, as well as those responsible for verifying information furnished to qualify for Federal benefits, to conduct wage and benefit matching through manual and/or automated means, for the purpose of determining compliance with Federal regulations and appropriate servicing actions against those not entitled to program benefits, including possible recovery of improper benefits.

16. Referral of names, home addresses, and financial information to financial consultants, advisors, or underwriters, when Rural Development determines such referral is appropriate for developing packaging and marketing strategies involving the sale of Rural Development loan assets.

17. Rural Development, in accordance with 31 U.S.C. 3711(e)(5), will provide to consumer reporting agencies or commercial reporting agencies information from this system indicating that an individual is responsible for a claim that is current.

18. Referral of names, home addresses, home telephone numbers, social security numbers, and financial information to escrow agents (which also could include attorneys and title companies) selected by the applicant or borrower for the purpose of closing the loan.

19. Disclosures pursuant to 5 U.S.C. 552a(b)(12): Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 168a(f) or the Federal Claims Collection Act (31U.S.C. 3701(a)(3)).