



Homebuyer/Homeowner Solutions Department

35801 SW 186 Avenue, Florida City, FL 33034
Tel: 305-245-7738 ext. 227 | Email: housing@ccfcfl.org

Free Workshops and Counseling

Thank you for your interest in Centro Campesino Farmworker Center, Inc. (Centro Campesino, CCFC) **Essentials for First Time Homebuyer Workshop and/or Financial Capability program**

Centro Campesino is a community development corporation that strengthens families and communities by providing affordable housing, homeownership support, economic advancement, and educational opportunities to families throughout South Florida.

Essentials for First Time Homebuyer Workshop provides a FREE, HUD-approved course on housing information and education to all residents of South Florida who register and attend. All topics in the workshop (credit management, finding a Realtor, qualifying for a loan, down payment assistance, professional home inspection) are key to your path to achieve homeownership. **Financial Capability** provides FREE financial coaching and education to gain knowledge, capacity and tools to make sound financial decisions.

Please, review, complete and sign all pages of the intake form where signature is required. All documents listed below are needed to establish a file. **(Only copies are accepted)**

PLEASE SUBMIT THE APPLICATION ALONG WITH COPIES OF THE FOLLOWING ITEMS SO THAT WE CAN CREATE YOUR FILE IN OUR DATA BASE

Scan or attach to: housing@ccfcfl.org .Please, include your name in the subject line.

Alternatively you can send the documents to **P.O BOX 343449, Florida City , FL 33034. ATT HHS Department. or you can drop them on Tuesdays and Thursdays from 9:00am to 5:00pm.**

- Last two Pay stubs, SSI Award letter, Retirement, Pension, Child Support.
(If Self-employed, last tax return).
- Most recent Bank statement Checking, saving .
- Last W2's for salary workers or 1099's for self employees.
- Copy of Florida Driver's License .

PLEASE NOTE THE FOLLOWING:

- If you are **Pre-approved by a lender, the Pre-approval** letter is necessary to complete your file
- **A copy of the lender's pulled credit report is necessary ,or our Department will pull a soft pulled credit report that does not affect your scores.**This is needed to complete the pre-purchase counseling section process.
- If you are currently not working with a lender, some may require additional documents if we submit your case to other lenders for a possible pre-approval subject to lender's requirements.
- We reserve the right to withhold the Certificate of Completion until we have a complete file.



Home Buyer /Home Owner Solution Department

Service you are interested in:

HB Education/Pre-purchase counseling Credit Counseling Rental Counseling Financial Capability

APPLICANT: _____

CO-APPLICANT: _____

Date of Birth: ___/___/___

Date of Birth: ___/___/___

SSN: XXX - XXX - _____

SSN: XXX - XXX - _____

Email Address: _____

Email Address: _____

Cell Phone: _____

Cell Phone: _____

Work Phone: _____

Work Phone: _____

Home Phone: _____

Home Phone: _____

Relationship to Applicant: _____

REFERRED BY (check all that apply)

- Flyer Bank/Lender Realtor
- Walk-in Government Agency Friend Other

APPLICANT AND CO-APPLICANT INFORMATION/EDUCATION/RACE/ETHNICITY

APPLICANT:

CO-APPLICANT:

Gender: Female Male
 Married Separated
 Single Divorced Other

Gender: Female Male
 Married Separated
 Single Divorced Other

Household Size:

Numbers in Household : _____ English proficient? _____
 Do you live in a rural area? _____ Veteran? _____
 Are you an active Military? _____ Disable _____

Current Address of Applicant

Current Address of Co-Applicant

How long: _____ year(s) _____ month(s)

How Long: _____ year(s) _____ month(s)

Rent Payment: \$ _____

Rent Payment: \$ _____

Current Employer: _____

Current Employer: _____

Current occupation/position/title _____

Current occupation/position/title: _____

Date of Hire: ___ . ___ . _____

Date of Hire: ___ . ___ . _____

Second or Prior Employer (if less than 2 years)

Second or Prior Employer: (if less than 2 years)

Date of Hire: _____

Date of Hire: _____

Applicant Education (Please check one):

Co-Applicant Education (Please check one):

- Below High School Diploma
- High School Diploma or Equivalent
- Two-year college/Associates
- Bachelor's Degree
- Master's Degree or Higher

- Bellow High School Diploma
- High School Diploma or Equivalent
- Two-year college/Associates
- Bachelor's Degree
- Master's Degree or Higher



Applicant Race/Ethnicity

Hispanic _____ Non-Hispanic _____

Race:

- American Indian/Alaskan Native
- African American
- White
- Asian
- Other

Co-Applicant Race/Ethnicity

Hispanic _____ Non-Hispanic _____

Race:

- American Indian/Alaskan Native
- African American
- White
- Asian
- Other

Total annual Household income (include other incomes) \$ _____

OTHER INCOME

SOURCE OF INCOME	APPLICANT	CO-APPLICANT
Self-Employment		
Alimony/Child support		
Social Security		
Disability		
Pension		
Public Assistance (supplementary, or food stamps)		
Other		

Have you or Co-Applicant owned a home in the last three (3) years? *yes* *no*
 Do you have a contract on a house at this time? *yes* *no*
 Are you currently working with a real-estate agent? *yes* *no*

CLIENT AGREEMENT

The purpose of the **Essentials for First Time Homebuyers Program** provides housing counseling and education to all residents of Miami- Dade County and assist with credit rebuilding, creating a monthly expense plan to achieve homeownership.

The purpose of the Financial Capability program is to provide financial coaching and education to gain knowledge, capacity and tools to make sound financial decisions. The counselor/coach will conduct an assessment and financial analysis and provide me with an Action Plan, resources and referrals to address barriers that prevent from reaching goals. Other services provided include: Foreclosure prevention, Post -purchase ,and rental counseling

Client Responsibility

- Understand that deliberately providing inaccurate information or an unwillingness to timely provide necessary information or documents will result in the closing of our file and no further assistance from the counselor will be provided. Hereby consent and authorize the staff of CCFC to take/use photographs, motion pictures, television transmission, and/or videotaped recordings of me for documentary and public relations purposes.
- Understand that it will not be the responsibility of the counselor/coach to fix the problem but rather to provide guidance and education to empower me/us in fixing those issues
- I/We will be on time for scheduled appointments and understand that if we are late for an appointment it will be canceled and rescheduled. I/We understand that after 3 missed appointments my file can be closed.
- I/We understand that as part of program, I/We will be **required** to attend educational classes. I/We understand that failure to attend the required workshop(s) and/or follow the action plan will result in the discontinuation of services.

Applicant

Date

Co-Applicant

Date



AGENCY DISCLOSURE

Centro Campesino Farmworker Center, Inc. (CCFC) provides counseling/coaching and education services to assist with credit rebuilding, creating a monthly expense plan to improve the financial capability and/or to purchase a home. As a client of Homebuyer/Homeowner Solutions Department you have the right to know the following:

CCFC is a not-for-profit organization and does not charge fees for its housing counseling services; however, the client may be asked to pay for certain third-party service fees, such as the cost of obtaining a tri-merge credit report. If you wish to pursue any form of down payment assistance, CCFC will work with you to identify the approved lender for these programs.

CCFC is certified by the US Department of Housing and Urban Development (HUD). CCFC maintains partnership with national, state and local community public and private businesses. CCFC receives funding sources from these partnerships. Major funding includes, but is not limited to Miami-Dade County, UNIDOS US, NeighborWorks America, Bank of America, Citi Foundation, Wells Fargo Foundation, Chase, HSBC and others. CCFC is always seeking new partners and contributors whose generous support makes it possible for CCFC to offer housing counseling and classes free-of-charge to our clients

Clients have absolute freedom of choice in selecting and engaging with industry professionals working in the homeownership promotion and/or preservation services. Industry professionals (lenders, realtors, title companies, insurance companies, etc.) regularly assist CCFC by making presentations covering their areas of expertise in our workshops. Clients are informed about these industry representatives are volunteers speaking generally about products and services and clients are under no obligation, nor is there any expectation by CCFC HHS counseling staff, for clients to contract with any of these individuals. Clients are expected to make voluntary and informed decisions based on their own preferences free of coercion, intimidation or pressure from CCFC or any industry representative to whom they may be introduced through their participation in our classes or programs. As a client, you have the right to decide to terminate your relationship with CCFC. I/We understand that this needs to be done in writing via email, US Postal Service mailing, or delivered in person to CCFC's offices.

PRIVACY POLICY

Centro Campesino Farmworker Center, Inc. values your trust and is committed to the responsible management, use and protection of personal information. We are committed to assuring the privacy of individuals and/or families who have contacted us for assistance. We realize that the concerns you bring to us are highly personal in nature. We assure you that all information shared both orally and in writing will be managed within legal and ethical considerations. Your "nonpublic personal information," such as your total debt information, income, living expenses and personal information concerning your financial circumstances, will be provided to creditors, program monitors, and others only with your authorization. We may also use anonymous aggregated case file information for the purpose of evaluating our services, gathering valuable research information and designing future programs.

Types of information that we gather about you

- Information we receive from you orally, on applications or other forms, such as your name, address, social security number, assets, and income;
- Information about your transactions with us, your creditors, or others, such as your account balance, payment history, parties to transactions and credit card usage; and Information we receive from a credit reporting agency, such as your credit history.
- You have the opportunity to "opt-out" of disclosures of your nonpublic personal information to third parties (such as your creditors), that is, direct us not to make those disclosures.
- You may opt-out of this requirement, but proof of your decision to opt-out must be recorded in your client file.

Release of your information to third parties

- So long as you have not opted-out, we may disclose some or all of the information that we collect, as described above, to your creditors or third parties where we have determined that it would be helpful to you, would aid us in counseling/coaching you, or is a requirement of grant awards which make our services possible.
- We may also disclose any nonpublic personal information about you to anyone as permitted by law (e.g., if we are compelled by legal process).
- Within the organization, we restrict access to nonpublic personal information about you to those employees who need to know that information to provide services to you. We maintain physical, electronic and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

By signing here, I/we indicated our understanding of the privacy policy described above.

Applicant Signature

Date

Co-Applicant Signature

Date



AUTHORIZATION TO RELEASE CLOSING DISCLOSURE

Date: _____
To: _____
Borrower's Name: _____
Co-Borrower's Name: _____
Address: _____

I/We authorize representatives from Centro Campesino Farmworker Center, Inc. (CCFC), where I/we have applied for assistance, to obtain a copy of the official Closing Disclosure from my Lender and/or Attorney/Title/Escrow Company upon the closing/recording of my transaction at their request. You may release any additional information without further authorization.

(This information is used for reporting purposes only)

CCFC Representative Name & Title

Sincerely,

Borrower/Applicant Date Co-Borrower/Co-Applicant Date

AUTHORIZATION TO ACCESS CREDIT REPORT INFORMATION

I/We hereby authorize, Centro Campesino Farmworker Center, Inc., to access my/our credit information for the purpose of assessing my credit worthiness.

I fully understand the following:

- There is a fee per applicant when credit is pulled and may need be pulled more than once.
- I understand that credit report pulled by Centro Campesino is considered a "soft pull" and therefore will not affect credit score.
- This will appear on my credit bureau report as an inquiry (only I can see it)
- The Credit Bureau Repositories will NOT allow a copy of this report to be given to me personally, but may request a copy from the repositories directly.
- Centro Campesino Farmworker Center, Inc does not guarantee the accuracy of the information reported on neither the credit report.
- Any disputes regarding the accuracy or completeness of said credit report will be directed to the repository (Equifax, Experian, and Transunion) by applicant or co-applicant.
- All information will be kept confidential between Centro Campesino and applicant/co-applicant.
- Homebuyer/Homeowner Solutions Department will be held harmless for information received in this credit report.

Applicant Signature Date

Co-applicant Signature Date

HOUSEHOLD BUDGET

	APPLICANT NAME	CO-APPLICANT NAME
Clients sources of income:	1:	2:
1. Salary/self-employment (net)	\$	\$
2. SSI/Child support	\$	\$
3. Other _____	\$	\$
Average Monthly Debts:		
1. Rent	\$	\$
2. Mortgage (Principal and Interest)	\$	\$
3. Property Taxes, HOA, Insurance	\$	\$
4. Car Payment(s)	\$	\$
5. Car Insurance	\$	\$
6. Gas/ Public Transportation	\$	\$
7. Childcare/daycare	\$	\$
8. Alimony/Child Support	\$	\$
9. Student Loans/ Installment loans	\$	\$
10. Credit cards (totals minimum payment	\$	\$
11. Health & Life Insurance	\$	\$
12. Internet/Streaming services	\$	\$
13. Cable TV	\$	\$
14. Electricity	\$	\$
15. Water/Sewer	\$	\$
16. Cell Phone/Telephone	\$	\$
17. Gym/Other subscriptions	\$	\$
18. Food (groceries)	\$	\$
19. Eating out	\$	\$
20. Family Support/Donations	\$	\$
21. Medicines/Doctor co-payments:	\$	\$
22. Clothing/Toiletries/Dry cleaning	\$	\$
23. Beauty Salon/Barber	\$	\$
24 Tolls/Sun pass	\$	\$
Total COMBINED costs:	\$	

COMBINED costs as added on the right. This represents your monthly cash flow. Complete the calculation below.

Taking my combined monthly net
income of
\$ _____

and subtracting my combined
monthly costs of \$ _____

equals \$ _____

I/we have POSITIVE or NEGATIVE cash flow.

**A healthy cash flow should
show from 10 to 15%
discretionary income**

Name 1 Signature: _____ Date: _____

Name 2 Signature: _____ Date: _____

Counselor Signature: _____ Date: _____