

Workforce Home Purchase Program Home Purchase Application



Program Purpose: The Workforce Home Purchase Program provides qualified workers with an opportunity to purchase a home made available through the program. The program does not provide down-payment assistance, grants, loans, or other financial assistance to purchasers. Applicants are responsible for obtaining their own financing, paying all applicable closing costs, and meeting the ongoing costs of homeownership. Applicants who meet the minimum eligibility requirements will be evaluated using the program's established selection criteria.

1. Applicant Information

Primary Applicant	
Full Name	
Address	
City, State, Zip	
Phone	
Email	
Co-Applicant	
Full Name	
Relationship to Applicant	
Phone	
Email	

2. Household Information

Name	Relationship to Applicant	Age

Total number of household members: _____

Will all household members listed above reside in the home? ☐ Yes ☐ No

Will the purchased home be your primary residence? ☐ Yes ☐ No

Do you currently own another residential property? If yes, please explain. ☐ Yes ☐ No

3. Employment Information

Primary Applicant	
Employer	
Job Title	
Work Location/Community	
Length of Employment	
Average Hours Per Week	
Are you currently employed?	☐ Yes ☐ No
<i>If you are accepting a position, but have not started yet</i>	
Employer	
Position	
Expected Start Date	
Co-Applicant	
Employer	
Job Title	
Work Location/Community	

Length of Employment	
Average Hours Per Week	

4. Workforce Connection

The Workforce Home Purchase Program is intended to support individuals who work in the community or surrounding area. Please select the statement that best describes your situation:

- ☐ I currently work within the community where the home is located.
- ☐ I currently work within the surrounding area.
- ☐ I have accepted employment within the community and am relocating to the area.
- ☐ I am interested in seeking employment within the community but have not yet accepted a position.
- ☐ Other: _____

5. Current Housing

Where do you currently live?

- ☐ Rent a home/apartment
- ☐ Own a home
- ☐ Live with family or friends
- ☐ Other: _____

How long have you lived at your current residence? _____

Why are you interested in purchasing a home through this program?

6. Homeownership Readiness

Have you previously owned a home? ☐ Yes ☐ No

Are you currently working with a mortgage lender? ☐ Yes ☐ No

Have you obtained mortgage pre-approval? If yes, which lender? ☐ Yes ☐ No

Lender: _____

Are you prepared to obtain financing independently if selected to purchase a home? ☐ Yes ☐ No

Are you prepared to pay closing costs and other costs associated with purchasing the property?

☐ Yes ☐ No

Are you prepared to assume responsibility for property taxes, insurance, utilities, maintenance, and repairs? ☐ Yes ☐ No

7. Household Income

The following information is used to determine whether the applicant falls within the workforce population targeted by the program and to evaluate purchasing readiness. *Applicants may be asked to provide documentation to verify information provided.*

Primary Applicant	
Annual gross employment income	\$
Co-Applicant	
Annual gross employment income	\$
Other regular household income	\$
Total estimated annual household income	\$

8. Community Connection

How long have you worked in the community or surrounding area?

- ☐ Less than 6 months
- ☐ 6 months – 1 year
- ☐ 1 – 2 years
- ☐ 2 – 5 years
- ☐ More than 5 years

9. Applicant Certification

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that:

- Submission of an application does not guarantee selection or the opportunity to purchase the property.
- The program does not provide down-payment assistance, grants, loans, or other financial assistance.
- If selected, I am responsible for obtaining my own financing and paying all costs associated with purchasing and owning the property.
- I may be required to provide documentation verifying information contained in this application.
- The home must be used as my primary residence.
- Selection will be based on established program eligibility and selection criteria.
- Providing false or misleading information may result in disqualification from the program.

Applicant Signature

Date

Co-Applicant Signature

Date

To be completed by SWCAP Workforce Housing Staff

Eligibility Determination

Requirement	Yes	No	Notes
Meets employment requirement	☐	☐	_____
Meets geographic/workforce requirement	☐	☐	_____
Meets household requirement	☐	☐	_____
Meets income requirement	☐	☐	_____
Intends to occupy property as primary residence	☐	☐	_____
Demonstrates ability to pursue independent financing	☐	☐	_____
Application complete	☐	☐	_____
☐ Eligible ☐ Ineligible ☐ Additional information required			

Reviewer: _____

Date: _____

Applicant Selection Score

Selection Factor	Maximum Points	Score
Local Employment	25	_____
Employment within designated service area	10	_____
Length of local employment	15	_____
Relocation for local employment	10	_____
Household income within target workforce range	20	_____
Current housing/community connection	10	_____
Homeownership readiness	10	_____
Total Score	100	_____

Selection Decision:

☐ Selected ☐ Waitlisted ☐ Not Selected

Reviewer Comments: _____