

# PROGRAM APPLICATION- HousingSmarts



Neighborhood Housing and Community Development (NHCD)  
Austin Housing Finance Corporation (AHFC)  
MAILING ADDRESS: P. O. Box 1088 • Austin, Texas 78767  
DELIVERY ADDRESS: 1000 E. 11<sup>th</sup> Street, Suite 200  
Phone: (512) 974-3100 • Fax (512) 974-3161  
Email: [nhcdcs@austintexas.gov](mailto:nhcdcs@austintexas.gov)  
Website: [www.austintexas.gov/department/housing](http://www.austintexas.gov/department/housing)



*Thank you for your interest in the City of Austin NHCD HousingSmarts Homebuyer Education Program. Please fill out all attached forms and gather all applicable documentation listed in attached document checklist. Information in this application is confidential. It is used to establish eligibility for local and federal program and is only released to persons outside of the program and funding agencies with your written permission.*

Date of Application: \_\_\_\_\_

Class Dates: Option 1 \_\_\_\_\_ Option 2 \_\_\_\_\_

## Section 1 – Eligibility Requirements:

1. You must be a resident of the City of Austin.
2. Your household's gross annual must be 80% or below the Median Family Income (MFI) for the City of Austin.
3. All City of Austin employees are eligible.

## Section 2 – Applicant Information

Name: _____			
	<i>Last</i>	<i>First</i>	<i>Middle Initial</i>
Gender: <input type="checkbox"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>
Property Address: _____			
City: _____		State: _____	Zip: _____
Primary E-mail _____		Secondary E-mail _____	
Work Phone: _____		Cell Phone: _____	
Marital Status: <input type="checkbox"/>	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Widowed <input type="checkbox"/> Divorced <input type="checkbox"/>
Are you a: <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Alien: Alien number A: _____			
Other: _____			
1st Employer _____		2nd Employer _____	

**Section 3 – Co-Applicant Information**

N/A

Name: \_\_\_\_\_  
*Last*
*First*
*Middle Initial*

Gender:  Male  Female  **Other**

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Primary E-mail \_\_\_\_\_ Secondary E-mail \_\_\_\_\_

Marital Status:  Single  Married  Widowed  Divorced

Are you a:  U.S. Citizen  Permanent Resident  Alien: Alien number A: \_\_\_\_\_

Other: \_\_\_\_\_

1st Employer \_\_\_\_\_ 2nd Employer \_\_\_\_\_

**Section 4 – Household Members**

List all persons (children and adults) living in the home, along with their gross income. By signing in Section 4, you certify, that the current gross monthly and annual income of all persons living in the home has been listed below.

Total number of persons living in the household: \_\_\_\_\_

Name	Relationship	Date of Birth	Age	Gross Income/ Pay Period
				\$
				\$
				\$
				\$
				\$
				\$
				\$
<b>TOTAL</b>				\$

## Section 5 – Demographic Information

### APPLICANT

Ethnic Categories (select one)

Hispanic or Latino       Not-Hispanic or Latino

Racial Categories (select all that apply)

American Indian or Alaska Native       Asian       Black or African American  
 Native Hawaiian or Other Pacific Islander       White       Other

Other Categories

Disabled       Female Head of Household       Elderly       City of Austin Employee

### CO-APPLICANT

Ethnic Categories (select one)

Hispanic or Latino       Not-Hispanic or Latino

Racial Categories (select all that apply)

American Indian or Alaska Native       Asian       Black or African American  
 Native Hawaiian or Other Pacific Islander       White       Other

Other Categories

Disabled       Female Head of Household       Elderly       City of Austin Employee

## Section 6 – Applicant(s) Signatures

By signing this application you swear under penalty of perjury that the information provided is true and correct to the best of your knowledge and belief. You understand that any omissions or discrepancies found at any time may disqualify you from the program(s) and also may require your immediate repayment of any funds spent. You authorize NHCD or AHFC and/or its designated agents to contact any source to solicit and/or verify what is necessary for an eligibility determination.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Applicant/Guardian	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Co-Applicant	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date

The City of Austin is committed to comply with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended. Reasonable modifications and equal access to communications will be provided upon request. Please call (512) 974-3863 (voice) or (512) 974-3102 (TDD) for assistance. The City of Austin does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs and activities. If you have any questions or complaints regarding your ADA/ Section 504 rights, please call the ADA/Section 504 Coordinator at (512) 974-3256 (voice) or (512)974-2445 (TTY).

# APPLICATION CHECKLIST - HousingSmarts



Neighborhood Housing and Community Development (NHCD)  
 Austin Housing Finance Corporation (AHFC)  
 MAILING ADDRESS: P. O. Box 1088 ● Austin, Texas 78767  
 DELIVERY ADDRESS: 1000 E. 11<sup>th</sup> Street, Suite 200  
 Phone: (512) 974-3100 ● Fax (512) 974-3161  
 Email: [nhcdcs@austintexas.gov](mailto:nhcdcs@austintexas.gov)  
 Website: [www.austintexas.gov/department/housing](http://www.austintexas.gov/department/housing)



*When you have completed these steps, you may submit your application in person, by email, fax, or mail 48 hours before the first class. We look forward to working with you!*

- Application** (original) completed & signed.
- Picture Identification** for applicant(s).  
Texas Driver's license, Texas Identification Card, or Passport
- Most recent paycheck stub** for all household members, 18+ years old

<b>2014 Schedule</b>	
Please choose <u>either</u> the Tuesday class series <u>or</u> the Thursday class series. You must attend <b><u>BOTH</u></b> classes in series to graduate.	
Classes held Thursdays from 4-8pm	Classes held Tuesdays from 1-5pm
Oct 2nd and 9th	Oct 21st and 28th
Nov 6th and 13th	Nov 18th and 25th
Dec 4th and 11th	No Tuesday Classes in December
<b>2015 Schedule</b>	
No Thursday Classes in January	Jan 20th and 27th
Feb 5th and 12th	Feb 17th and 24th
March 5th and 12th	March 24th and 31st
April 2nd and 9th	April 21st and 28th
May 7th and 14th	May 19th and 26th
June 4th and 11th	June 23rd and 30th
July 2nd and 9th	July 21st and 28th
Aug 6th and 13th	Aug 18th and 25th
Sept 3rd and 10th	Sept 22nd and 29th