

**First Time Homebuyers Program  
Pre-Application Checklist**

**This form is to be completed by the Counseling Agency and submitted to the Housing Authority of DeKalb County with copies of all related eligibility documentation, Please keep a copy of this form in your files and be sure that the applicant reviews this information and confirms its accuracy prior to signing it.**

1. Have the initial and any follow-up individual counseling sessions been completed? Yes  No
2. Enter date(s) of the individual counseling session(s) Date(s)
3. Has the applicant has received a Homebuyers Education Certificate of Training? Yes  No
4. Does the annual total household income fall within one of the following categories? Yes  No

**(Please circle the appropriate category)**

<u>Family Size</u>	<u>Maximum Income</u>	<u>Family Size</u>	<u>Maximum Income</u>
1	\$38,300	5	\$59,050
2	\$43,750	6	\$63,400
3	\$49,200	7	\$67,800
4	\$54,650	8	\$72,150

5. Are families assets are less than \$10,000? (Assets include cash, checking and savings accounts. For Certificates of deposit, stocks, bonds, real property, and all other forms of capital investment only the interest earned will be considered as assets. Assets do not include personal property such as cars and furniture.) Yes  No
6. Does the applicant meet the program definition of a first-time buyer? Yes  No
7. Does the applicant understand that they must occupy the home as their principal residence? Yes  No
8. Has the applicant followed a credit score improvement plan?  
If so, their initial credit score was \_\_\_\_\_.  
After completing the **Improvement Plan**, the credit score is \_\_\_\_\_. Yes  No
9. Does the applicant now appear to qualify for an "A" paper loan? Yes  No
10. The applicant will apply for DeKalb First-time Homebuyer Assistance Yes  No

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name of Agency: \_\_\_\_\_  
 Phone Numbers: \_\_\_\_\_

(DeKalb Housing Authority use)

Eligible ( )  Ineligible ( )

Received by: \_\_\_\_\_ Date: \_\_\_\_\_