

# Applicant Tracking Sheet

## STEP ONE: Eligibility

- \_\_\_\_\_ Lived in San Juan County for 3 years or 2 years if there is no waiting list (Verified \_\_\_\_\_)
- \_\_\_\_\_ Income within guidelines and adequate for desired mortgage (Verified \_\_\_\_\_)
- \_\_\_\_\_ Credit history OK (Verified \_\_\_\_\_)
- \_\_\_\_\_ Debt to income ratio within acceptable limits (Comment \_\_\_\_\_)
- \_\_\_\_\_ Proof of steady employment/income for 1-2 years
- \_\_\_\_\_ Total value of your assets? Are you willing to use any non-retirement assets towards your down payment?

## STEP TWO: Pre-qualifying

- \_\_\_\_\_ Submitted **complete** homeowner application to San Juan Community Home Trust
- \_\_\_\_\_ Met with Home Trust Representative (date \_\_\_\_\_)
- \_\_\_\_\_ Credit report obtained (date \_\_\_\_\_)
- \_\_\_\_\_ Attended orientation session /saw video (date \_\_\_\_\_)
- \_\_\_\_\_ Reviewed CCR's and Master Ground Lease

## STEP THREE: Qualifying

- \_\_\_\_\_ Submitted Additional Application Information and \$30 application fee (check # \_\_\_\_\_ cash \_\_\_\_\_)
- \_\_\_\_\_ Joined the Home Trust (\$25 or work swap: \_\_\_\_\_)
- \_\_\_\_\_ Mortgage pre-application meeting with Home Trust (who \_\_\_\_\_, when \_\_\_\_\_)
- \_\_\_\_\_ Attended at least two meetings of neighborhood group, and indicate a willingness to continue to attend monthly meetings (1<sup>st</sup> \_\_\_\_\_; 2<sup>nd</sup> \_\_\_\_\_)
- \_\_\_\_\_ Completed approved Homebuyer Education Workshop (date completed \_\_\_\_\_)
- \_\_\_\_\_ Signed Commitment Agreement with the Home Trust and paid fee (\$200)  
(date \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_)

**YOU'VE JOINED THE WAITING LIST!!!** (date \_\_\_\_\_)

Now that you're on the waiting list, you're eligible to purchase a Home Trust home. As homes become available, either through a resale or new construction, the opportunity to purchase will be offered to each person on the waiting list, in chronological order, until an eligible buyer commits to the purchase. You are in no way obligated to say "yes" if it is not the right home or the right time for you, and you will continue to remain on the waiting list. If it is the house for you, however, you'll sign a purchase and sale agreement and begin the mortgage application process. Please refer to your mortgage checklist for more information.