

For Office Use Only

*Date application received:*

*Date processing complete:*

# Dakota Land Trust

## Homeownership Application

- This application is required in order to purchase a home through the Dakota Land Trust (DLT). We need complete information in order to have a fair and consistent process for selecting buyers. Income verification is required by our funding sources. **Incomplete applications will not be processed until all paperwork has been submitted.**
- Attached is a list of required supporting documents. **Do not submit originals** - you will need copies of most of these documents for your records and for your lender.
- Please use another sheet of paper for any section, if needed.
- If you need help filling out this application or have questions, please contact us at (605) 923-6007 or [dlt@nwdhr.org](mailto:dlt@nwdhr.org).
- The processing of your application may take up to two weeks from the time your **complete** application has been submitted. Completing this application does not guarantee that you will be eligible, or you will successfully purchase a home through the Dakota Land Trust.
- Once your application has been reviewed, a DLT staff member will contact you to let you know if you are eligible for a DLT purchase and/or if we need more information to determine your eligibility.

Return your application and supporting documents by email, mail, or in person.

Dakota Land Trust  
ATTN: Joy McCracken  
330 E Anamosa Street  
Rapid City, SD 57701  
[dlt@nwdhr.org](mailto:dlt@nwdhr.org)

## To be eligible to purchase a home through Dakota Land Trust, you must:

- ✓ Have watched the video on the Dakota Land Trust website ([www.dakotalandtrust.org](http://www.dakotalandtrust.org))
- ✓ Have read the “Frequently Asked Questions” and the “Ground Lease Summary” listed on the website ([www.dakotalandtrust.org](http://www.dakotalandtrust.org))
- ✓ Met with DLT staff for a Ground Lease Review \* **This is required before you can be a part of a selection for a home, or before a home can be reserved for you**
- ✓ Have attended a Homebuyer Education Workshop (within the last two years) or will attend the next available workshop provided by NeighborWorks Dakota Home Resources
- ✓ Be deemed purchase ready by a NeighborWorks® Housing Counselor (within the last six months) and be in a position to afford a mortgage for the property of interest. Your credit report must reflect the fact that you will likely be eligible for a mortgage. Definition of a customer who is purchase ready can be provided.
- ✓ Have submitted a copy of a pre-approval letter from a participating lender. The pre-approval letter must be no more than 60 days old and reflect current income
- ✓ Be deemed income-eligible and asset-eligible for the property based on the restrictions of the funding source(s)
- ✓ Not have an ownership interest in another primary residence at time of purchase of a Dakota Land Trust home
- ✓ Be prepared to for closing costs to range from 3% to 5% of the purchase price. Payment of closing costs and prepaid expenses can come in the form of gifts or loans.
- ✓ Have a minimum a \$1200 personal savings.

## Required Document Checklist

Included	Does not apply	<b>You must submit the following documents for your application to be processed.</b>
		Completed application, signed and dated.
		Copies of one month's worth of your most recent pay stubs. If your income varies from paycheck to paycheck, please submit 3 months of pay stubs.
		Verification of all other sources of income (Social Security, Social Security Disability, pension, housing assistance payments, etc.)
		Complete copies of your most recent Federal income tax return.
		<i>If you are self-employed</i> (full or part-time), submit a year-to-date profit/loss statement AND projected income for the current year AND the previous two years of federal income tax returns including all attached schedules.
		Three months of checking account(s) statements (just the summary page is fine). Be sure the bank name, your name, and at least a partial account number are listed.
		A copy of your most recent savings account statement for all accounts. Be sure the bank name, your name, and at least a partial account number are listed.
		A copy of the most recent statement from all other assets (stocks, bonds, CDs, money market accounts, IRAs, 401K, cash value of life insurance policy, etc.) verifying the current balance and interest rate or annual dividend payment. Be sure the bank name, your name, and at least a partial account number are listed.
		If you are receiving any other form of down payment assistance (a personal gift and/or aid from another program), submit a letter from said 3rd party stating the amount of assistance and any term and conditions that may apply.
		If you receive child support or alimony, submit a copy of court-ordered custody arrangements and child and/or alimony payments (this information is often documented in your separation agreement).
		If you currently own a home or other real property, submit a recent appraisal of that home or most recent Assessor's statement, and your most recent mortgage statement.
		If you are disabled and require a property with accommodations, submit a description of accommodation needed.

# Home Ownership Application

## APPLICANT

*Please Print Clearly*

Name: \_\_\_\_\_  
First MI Last

Street \_\_\_\_\_

City State Zip Code

Home: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Mobile/Cell (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security Number

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Birth Date

### Race (please circle):

- |                    |   |   |
|--------------------|---|---|
| 1. White           | 2. Black or African American              | 3. American Indian/Alaskan Native           |
| 4. Asian           | 5. Native Hawaiian/Other Pacific Islander | 6. American Indian/Alaskan Native and White |
| 7. Asian and White | 8. Black/African American and White       | 9. American Indian/Alaskan Native and Black |
| 10. Other          |   |   |

### Ethnicity (please select "yes" or "no" for Hispanic Origin) This is in addition to the "Race" category

Hispanic: Yes No

Foreign Born (please select one): Yes No

Marital Status (please circle): 1. Single 2. Married 3. Divorced 4. Separated 5. Widowed

Gender (please circle): Male Female

Handicapped? Yes No

### Current Housing Arrangement (please circle):

- |  |             |                                     |
|--|-------------|-------------------------------------|
| 1. Rent  | 2. Homeless | 3. Homeowner with mortgage          |
| 4. Living with family member and not paying rent |             | 5. Homeowner with mortgage paid off |

### Are you a first-time buyer (you do not currently own a home and have not owned a home in the past three years)?

Yes No

### Household Type (please select the most accurate)?

- |  |  |                             |          |
|--|--|-----------------------------|----------|
| 1. Female headed single parent household | 2. Male headed single parent household | 3. Single adult             |          |
| 4. Two or more unrelated adults          | 5. Married with children               | 6. Married without children | 7. Other |

Family/Household Size: \_\_\_\_\_ How many dependents (other than those listed by any co-borrower)? \_\_\_\_\_

What ages are they? \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Are there non-dependents who will be living in the home? Yes No If yes, list below:

\_\_\_\_\_  
Relationship Age Relationship Age

Annual Family or Household Income: \$ \_\_\_\_\_

**Education** (please circle one):

- 1. Below High School Diploma
- 2. High School Diploma or Equivalent
- 3. Two-Year College
- 4. Bachelor's degree
- 5. Master's degree
- 6. Above master's degree

Colonias Resident (Lives with in 150 miles of Mexican border in an unincorporated community with a population less than 10,000 of low and very low-income levels and which lacks safe, sanitary sound housing, as well as services such as potable water, adequate sewage systems, drainage, streets, and utilities) Please circle one:

Yes No

Language: English Spanish Other (please specify) \_\_\_\_\_

Migrant Farm Worker: yes no

Received HUD Issued HEMC Certificate: yes no

Victim of Predatory Lending Practices: yes no

Using Section 8 Voucher to Purchase Home: yes no

Using Section 8 Voucher to Rent Home: yes no

Referred to by (please circle all that apply):

- Print Advertisement
- Bank
- Government
- TV
- Realtor
- Staff/Board member
- Walk-In
- Friend
- Radio
- Newspaper Article

If you were referred by a bank, which one? \_\_\_\_\_

If referred by another source not listed above, which one? \_\_\_\_\_

**CO-APPLICANT** **Please Print Clearly**

Name: \_\_\_\_\_  
First MI Last

Street \_\_\_\_\_

City State Zip Code

Home: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Work: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security Number

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Birth Date

**Race** (please circle):

- 1. White
- 2. Black or African American
- 3. American Indian/Alaskan Native
- 4. Asian
- 5. Native Hawaiian/Other Pacific Islander
- 6. American Indian/Alaskan Native and White
- 7. Asian and White
- 8. Black/African American and White
- 9. American Indian/Alaskan Native and Black
- 10. Other

**Ethnicity** (please select "yes" or "no" for Hispanic Origin) This is in addition to the "Race" category

Hispanic: Yes No

**Foreign Born** (please select one):      Yes                  No

**Marital Status** (please circle):      Single                  Married                  Divorced                  Separated                  Widowed

**Gender** (please circle):                  Male                  Female

**Handicapped?**                                  Yes      No

**Education** (please circle one):

1. Below High School Diploma                  2. High School Diploma or Equivalent

3. Two-Year College                                  4. Bachelor's degree

5. Master's degree                                      6. Above master's degree

Relationship to Applicant (please circle):      Spouse      Daughter      Son      Sister      Brother      Girlfriend  
    Boyfriend      Mother      Father

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

**APPLICANT EMPLOYMENT — Last 2 Years only**

Primary Employer: \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_ Hire Date \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Part-Time      or      Full-Time      (Please Circle)

Gross Income (before taxes): \$ \_\_\_\_\_

Is this amount paid      \_\_\_ hourly      \_\_\_ weekly      \_\_\_ every two weeks      \_\_\_ twice a month      \_\_\_ monthly?

Secondary Employer: \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_ Hire Date \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Part-Time      or      Full-Time      (Please Circle)

Gross Income (before taxes): \$ \_\_\_\_\_

**Only complete this section if employed at current job less than 2 years.**

Previous Employer: \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_ Length of Employment \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Part-Time      or      Full-Time      (Please Circle)

Is this amount paid      \_\_\_ hourly      \_\_\_ weekly      \_\_\_ every two weeks      \_\_\_ twice a month      \_\_\_ monthly?

Primary Employer: \_\_\_\_\_

\_\_\_\_\_  
Title Hire Date

Street City State Zip Code

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Part-Time or Full-Time (Please Circle)

Gross Income (before taxes): \$ \_\_\_\_\_

Is this amount paid \_\_\_ hourly \_\_\_ weekly \_\_\_ every two weeks \_\_\_ twice a month \_\_\_ monthly

Secondary Employer: \_\_\_\_\_

\_\_\_\_\_  
Title Hire Date

Street City State Zip Code

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Part-Time or Full-Time (Please Circle)

Gross Income (before taxes): \$ \_\_\_\_\_

Is this amount paid \_\_\_ hourly \_\_\_ weekly \_\_\_ every two weeks \_\_\_ twice a month \_\_\_ monthly

**Only complete this section if employed at current job less than 2 years.**

Previous Employer: \_\_\_\_\_

\_\_\_\_\_  
Title Length of Employment

Street City State Zip Code

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Part-Time or Full-Time (Please Circle)

**INCOME**

Type of Income	APPLICANT Monthly Amount	CO-APPLICANT Monthly Amount
Salary		
Alimony/Child Support		
Rental Income		
Social Security		
Pension Income		
Public Assistance		
Self-employment Income		
Dependent SSI Income		
Disability Income		
Other Employment		

	<b>APPLICANT</b>		<b>CO-APPLICANT</b>	
Can you document your child support/alimony income?	Yes	No	Yes	No
If yes, how long will it continue?	_____		_____	
If your child or a family member receives SSI, how many more years will the payments continue?	_____		_____	
If you receive disability income, is it for a permanent disability?	Yes	No	Yes	No
Regarding other employment, have you worked in this field for two years or more?	Yes	No	Yes	No

**LIABILITIES/DEBT**

**Please Print Clearly**

Please list any debts you have, including credit cards, auto loans, student loans, and child-care expenses. Do NOT include rent or utilities.

Paid to	Current Balance	Monthly Payment	Who's Debt? A=APPLICANT C=CO-APPLICANT B=Both
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Please use additional sheets if necessary.

	<b>APPLICANT</b>		<b>CO-APPLICANT</b>	
Have your payments been made on time?	Yes	No	Yes	No
Are you currently in Chapter 13 bankruptcy?	Yes	No	Yes	No
If yes, when did it begin? _____				
If yes, when will it be paid out? _____				
If yes, how much is the payment? _____				
Have you had a Chapter 7 bankruptcy?	Yes	No	Yes	No
If yes, when was it discharged? _____				



**LIQUID FUNDS/SAVINGS/INVESTMENTS**

Please list the approximate value of the following:

	APPLICANT	CO-APPLICANT
Checking account		
Savings account		
Cash		
CDs		
Securities (stocks, bonds, etc.)		
Retirement account		
Other Liquid Funds		

Are you about to receive additional funds (e.g., tax refunds, property sales, etc.)? (circle) Yes No  
 If yes, how much? \$ \_\_\_\_\_

**LIVING EXPENSES**

	APPLICANT	CO-APPLICANT
Current monthly rent or mortgage		
Electric/Gas/Solid Waste		
Telephone		
Cellular/Pager		
Cable/Satellite TV		
Other Living Expenses		

**ADDITIONAL INFORMATION**

Please Print Clearly

	APPLICANT		CO-APPLICANT	
Have you owned a home in the last three (3) years?	Yes	No	Yes	No
Are you a Veteran?	Yes	No	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		
Most convenient time for an individual appointment?	Day: M T W Th F Time: ____ AM ____ PM			

**AUTHORIZATION**

I authorize Dakota Land Trust to:

- (a) pull my/our credit report to review my/our credit file for housing counseling in connection with my pursuit on a loan to purchase real property;
- (b) pull my/our credit report and review my/our credit file for informational inquiry purposes; and
- (c) obtain a copy of the HUD-1 Settlement Statement, Appraisal, and Real Estate Note(s) when I purchase a home, from the lender who made me/us a loan and/or the title company that closed the loan.

I/We understand that any intentional or negligent representation(s) of the information contained on this form may result in civil liability and/or criminal liability under the provisions of Title 18, United States Code, Section 1001.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-APPLICANT

\_\_\_\_\_  
Date



What is your primary reason for wanting to purchase a home?	Which of the following is the biggest barrier to buying a home for your household?	In how many months do you expect to be financially ready to purchase a home?
<input type="checkbox"/> Desire to own a home of my own <input type="checkbox"/> Desire for a larger home <input type="checkbox"/> Change in family situation <input type="checkbox"/> Home buyer tax credit <input type="checkbox"/> Job related relocation <input type="checkbox"/> Affordability of homes <input type="checkbox"/> Desire to be closer to family/friends <input type="checkbox"/> Desire for home in a better area <input type="checkbox"/> Desire to be closer to job/ school <input type="checkbox"/> Desire for a smaller home <input type="checkbox"/> Retirement <input type="checkbox"/> Establish household <input type="checkbox"/> Greater number of homes for sale/better choice <input type="checkbox"/> Financial security	<input type="checkbox"/> Insufficient savings <input type="checkbox"/> Insufficient income <input type="checkbox"/> Insufficient work history <input type="checkbox"/> Residency <input type="checkbox"/> Over income <input type="checkbox"/> Too many assets <input type="checkbox"/> Poor credit history <input type="checkbox"/> Debt <input type="checkbox"/> Lack of references <input type="checkbox"/> Pending divorce <input type="checkbox"/> Pets <input type="checkbox"/> Own existing home	<input type="checkbox"/> Less than one month <input type="checkbox"/> 2-4 months <input type="checkbox"/> 5-6 months <input type="checkbox"/> 7-9 months <input type="checkbox"/> 10 months or more

**For Internal Use Only**

Notes/Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

## **Certifications and Acknowledgments**

It is our policy to verify all information contained in this application. In acknowledgement of this policy, please sign your name(s) where indicated.

I/We certify the following: All the information contained and submitted in support of this application is true and complete to the best of my/our knowledge and belief.

I/We are aware that any misrepresentation may result in the forfeiture of my/our right to participate in any Dakota Land Trust program and may result in legal action against me/us.

I/We understand that completion of this application does not guarantee my/our eligibility for the program and/or that I/we will successfully purchase a home through the Dakota Land Trust. I/we understand that the opportunity to purchase a home through the Dakota Land Trust is contingent upon the availability of funds and upon my/our successful completion of all Dakota Land Trust eligibility requirements.

If I/we purchase a home through the Dakota Land Trust I/we agree to enter into restrictions which will require the property to be owner-occupied, limit the transfer of the property to income-eligible buyers, limit the sales price and the amount of equity available upon re-sale or refinance. I/We also agree to pay Dakota Land Trust a one-time \$1,200 transaction fee at closing and a monthly stewardship fee of up to \$25.00 to Dakota Land Trust. I/we acknowledge that the intention of these restrictions is to ensure that opportunities to purchase affordable homes be preserved for future generations of buyers.

### **Consent to Release Information:**

I/We authorize representatives from the Dakota Land Trust to supply and receive information to/ from my/our employer(s), my/our financial institution(s), other housing assistance programs, the NeighborWorks® HomeOwnership Center, and/or my/our Mortgage Lender to verify the information contained in this application and to confirm my eligibility for Dakota Land Trust homeownership opportunities. This information includes, but is not limited to bank statements, employment status, income, outstanding debts, loan applications, appraisals, HUD-1 settlement statements and other financial information. I/We understand that information in this application may be shared with funders for the purpose of funding compliance.

Anyone over the age of 17 who will be living in the home must sign below.

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Signature	Printed Name	Date
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Signature	Printed Name	Date
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Signature	Printed Name	Date
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**Equal Opportunity:** In accordance with the provisions of the Equal Opportunity Act and the Dakota Land Trust's policies, there will be no discrimination against an applicant for these benefits on the basis of age, gender, race, color, marital status, sexual orientation, having one or more minor children, national origin, religion, ethnic background, physical or mental disability, or being a recipient of public assistance. If you or a member of your household is an individual with a disability, you have the right to request reasonable accommodation for that disability. The Dakota Land Trust is committed to assuring that each individual has an equal opportunity to the use and enjoyment of the benefits of this program. TDD service for those individuals with hearing and speech disabilities is available at 800-877-1113.

**Confidentiality:** In order to process an application, the Dakota Land Trust may supply and receive information as detailed in the "Consent to Release" clause above. Information may also be released to comply with the auditing requirements of program funders. With these two exceptions, all personal and identifying information on an application remains fully confidential.