

PENNSYLVANIA HOUSING FINANCE AGENCY  
Homeownership Programs Division  
211 North Front Street, Harrisburg, PA 17101  
www.phfa.org  
800-822-1174

**Pre-Screening Form**

Local Program Administrator: \_\_\_\_\_

Staff Completing the Pre-Screening: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Applicant \_\_\_\_\_

DOB \_\_\_\_\_ SSN \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

Other Phone \_\_\_\_\_ Email \_\_\_\_\_

Number of Adults Working in the Household \_\_\_\_\_

(Adults are individuals 18 and over, other than full-time undergraduate students. Student status must be verified by the LPA through receipt of transcripts or other official college or university statements showing enrollment for at least 12 credit-hours per semester)

Estimated Total Gross Income \_\_\_\_\_

(Lenders will use Adjusted Gross Income from the Federal Tax Forms for each adult resident of the home to determine eligibility for an R&R loan. If callers have this information available have them provide it. Otherwise have them estimate their total household income from employment, investments, and real estate but not disability, pension, and child support income. **REMEMBER** that families interested in using R&R funding to bring an elderly or disabled family member into their home as a permanent resident may qualify for the loan based on the income of the elderly or disabled person. )

**Estimated Credit Capacity**

(DK means "Don't Know." If answers to **a, b, c,** are yes; or if middle credit score is below 620 applicants are eligible only if they can explain and document that their credit issues are due to circumstances beyond their control, such as job loss, divorce, medical reasons, etcetera, and that their credit was acceptable prior to the unfortunate circumstances.)

a. Has the applicant declared bankruptcy in the last 3 years?      Y      N      DK

b. Have they had difficulty finding the money to pay other bills, including credit cards, cell phone, cable TV, utilities in the past six months?      Y      N      DK

c. Have they checked their credit scores in the past 1 year?      Y      N      DK  
If yes, what were the scores? \_\_\_\_\_

Address of Property \_\_\_\_\_  
(Is this within the LPA service area or is LPA willing to serve this applicant?)

Is the Home to be worked on their Primary Residence or do they have a signed contract to  
buy the home and the intention to make it their primary residence?      Y      N  
(if answer is N, not eligible for R & R)

List the renovations and repairs that the Applicant Wants to Have Done  
(does not need to be an exhaustive list; just check for ineligible uses)

\_\_\_\_\_

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PHFA is glad to be working with Local Program Administrators across Pennsylvania to help borrowers repair and improve their homes. Call us at 717-780-3871 if you have any questions.