

HEELP
“DO-IT-YOURSELF”
SELF PRE-SCREENING FORM

Potential customers have told us that sometimes it seems like a lot of work to apply for a loan to fix their home, especially if they aren’t sure they will qualify because of previous problems with paying bills on time.

We want to help you understand the HEELP loan underwriting process so that you can decide if you want to apply. If you can answer yes to every question below, or at least to the ones that apply to you, then you should apply. You probably meet the minimum program guidelines, although sometimes applicants think they are accurately answering a question with a “yes” but we find out that they are incorrect. Common issues are not having the deed to your home in your name or forgetting about back taxes. We will explain any problems we find to you, after we’ve reviewed your application.

Once we have your application, we will look more closely at your financial situation and previous credit management habits to determine if we think you can afford the loan and will pay the Agency back. This second step is the “underwriting process.” You may or may not be approved for the loan after we underwrite you, but, again, we will provide you with feedback on our decision.

If you answer “no” to any question below, you may still apply! We encourage you to send a written letter along with your application to help us understand why you cannot answer “yes” to one of these questions. Please do not send just this list and a letter-that isn’t enough information for us to review. After we review your application and letter of explanation, we may be able to find a way to approve your loan based on compensating factors or we can give you guidance on how to fix the problem.

Finally, you may always call the Agency to ask questions about HEELP: 855.827.3466

HEELP PRE-SCREENING QUESTIONS: Check yes or no

PRE-SCREENING QUESTIONS	YES	NO
1. Will you use the loan for any or all of these items? Windows/doors; heating or cooling; roof; air sealing, insulation and ductwork.		
2. Do you own your home?		
3. Are all of your prior year real estate taxes paid in full? (If you are reading this question in 2016, we are asking if your 2015 <u>and</u> earlier real estate taxes are completely paid.)		
4. Have you paid your mortgage late <u>no more than</u> twice in the last 24 months? Check your mortgage statement before answering. If you do not have a mortgage, ignore this question.		
5. If you have ever declared bankruptcy, have you been out of bankruptcy for 24 months or longer? If you have never declared bankruptcy, ignore this question.		