

VIRGINIA HOUSING DEVELOPMENT AUTHORITY MORTGAGE LOAN PRE-QUALIFICATION FORM

INSTRUCTIONS:

1. Fill this form out **COMPLETELY. PLEASE PRINT CLEARLY.**
2. Enclose the most recent **30 Pay Stub copy** for all borrowers.
3. Enclose copies of your **W-2s** for the past two years.
4. **Signed Commitment** from the Provider.
5. **SIGN** where indicated and return with application.

PERSONAL DATA

Borrower's Name: _____ Birthdate _____

Social Security # _____ Home Phone# _____

Married ☐ Unmarried ☐ Separated ☐ Divorced ☐ Years of School _____ Cell Phone# _____

Co-Borrower's Name: _____ Birthdate _____

Social Security # _____ Home Phone# _____

☐ Married ☐ Unmarried ☐ Separated ☐ Divorced ☐ Years of School _____ Cell Phone# _____

Ages of Children living with you _____ Number of persons in proposed household _____

Present Address _____ Mailing if different _____

City _____ St _____ Zip _____ City _____ St _____ Zip _____

Lived here how long _____ Monthly Payment \$ _____

What best describes your present housing (check one)

- | | |
|--|--|
| <input type="checkbox"/> Single family house that I rent | <input type="checkbox"/> Mobile home on my land |
| <input type="checkbox"/> Single family house that I own | (On permanent foundation? Yes <input type="checkbox"/> No <input type="checkbox"/>) |
| <input type="checkbox"/> Apartment that I rent | <input type="checkbox"/> Live with Family |
| <input type="checkbox"/> Mobile home on someone elses land | <input type="checkbox"/> Other Describe _____ |

Prior Address (If less than two years at present address) _____

How long at prior address? _____ City _____ St _____ Zip _____

Employment Borrower

Employer _____ Position _____

Address _____ Phone _____

City _____ St _____ Zip _____

How long employed here _____ Hourly Rate _____ Hours Per Week _____ or Salary _____

Previous employment (if on current job less than 2 years).

Employer _____ Position _____

Address _____ Phone _____

City _____ St _____ Zip _____

How long employed here _____ Hourly Rate _____ Hours Per Week _____ or Salary _____

Employment Co-Borrower

Employer _____ Position _____

Address _____ Phone _____

City _____ St _____ Zip _____

How long employed here _____ Hourly Rate _____ Hours Per Week _____ or Salary _____

Previous employment for Co-Borrower (if on current job less than 2 years)

Employer _____ Position _____

Address _____ Phone _____

City _____ St _____ Zip _____

How long employed here _____ Hourly Rate _____ Hours Per Week _____ or Salary _____

LIST ALL OTHER HOUSEHOLD INCOME (Alimony, child support, disability and etc.)**Please list who receives the income and the source.**

<u>Name</u>	<u>Source</u>	<u>Monthly Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

	Borrower Yes or No	Co-Borrower Yes or No
Are either of you U.S. Veterans or Reservists?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any outstanding judgments or collections against you?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been declared Bankrupt within the past 7 years?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, date of discharge: _____	<input type="checkbox"/>	<input type="checkbox"/>
Have you had property foreclosed upon or repossessed?	<input type="checkbox"/>	<input type="checkbox"/>
Have you owned a home during the last three years?	<input type="checkbox"/>	<input type="checkbox"/>
Do you operate a business from your home?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have to pay Alimony, Child Support or Separate Maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, amount paid per month \$ _____		

Assets

<u>Name of Bank or Credit Union</u>	<u>Current Balance</u>	<u>401(K) Value</u>	<u>\$</u> _____
_____	<u>\$</u> _____	<u>IRA Value</u>	<u>\$</u> _____
_____	<u>\$</u> _____	<u>Value of Stocks and Bonds</u>	<u>\$</u> _____
_____	<u>\$</u> _____		
Auto: Make _____ Year _____ Value \$ _____		Make _____ Year _____ Value \$ _____	

Monthly Debt Payments

Note: Include payroll deducted loans and student loans, even if the payment is deferred.

Paid to: _____	Monthly Payment \$ _____	Balance \$ _____
Paid to: _____	Monthly Payment \$ _____	Balance \$ _____
Paid to: _____	Monthly Payment \$ _____	Balance \$ _____
Paid to: _____	Monthly Payment \$ _____	Balance \$ _____
Paid to: _____	Monthly Payment \$ _____	Balance \$ _____
Paid to: _____	Monthly Payment \$ _____	Balance \$ _____
Paid to: _____	Monthly Payment \$ _____	Balance \$ _____

Note: Completion of this form does not constitute a loan application. This is a preliminary screening to assist us in determining your eligibility under VHDA's program guidelines. Credit and property eligibility will be determined only after a full loan application has been processed on your behalf.

BORROWER SIGNATURE AUTHORIZATION

Part 1 - General Information

Borrower	_____	Lender Name and Address
		VHDA
Co-Borrower	_____	601 S. Belvidere Street
		Richmond, VA 23220

Part II - Borrower Authorization

I hereby authorize the Lender to verify my past and present employment earning records, bank accounts, stock holdings and any other asset balances that are needed to process my mortgage loan application. I further authorize the Lender to order a consumer credit report and verify other credit information, including past and present mortgage and landlord references. It is understood that a copy of this form will also serve as authorization.

The information the Lender obtains is only to be used in the processing of my application for a mortgage loan.

Borrower Signature _____ **Date** _____

Co-Borrower Signature _____ **Date** _____

Notice to Borrowers: This is notice to you as required by the Right to Financial Privacy Act of 1978 that HUD/FHA has a right of access to financial records held by financial institutions in connection with the consideration or administration of assistance to you. Financial records involving your transaction will be available to HUD/FHA without further notice or authorization but will not be disclosed or released by this institution to another Government Agency or Department without your consent except as required or permitted by law.

CONSENT FOR DISCLOSURE OF PERSONAL INFORMATION

I/We hereby consent to the disclosure by the Virginia Housing Development Authority (VHDA), acting on its own behalf and any of its employees, contractors, agents and representatives to _____ of all personal information, including information which may be covered or protected by federal or state law, about me/us which they may now or hereafter have relating to my application for a loan for the financing of the residence located at _____.

This consent is given voluntarily and for my/our benefit.

I/We understand that VHDA is not obligated by this consent to make any disclosure of such personal information and shall not be liable for the completeness or correctness of any personal information so disclosed.

This consent:

- ☐ Does include medical records and information.
☐ Does not include medical records and information.

I/We agree that this consent shall remain in effect until the receipt by VHDA of written notice from me/us that this consent has been revoked. A photo-copy or facsimile of this consent shall have the same force and effect as the original. This consent is executed this _____ day of _____, 20____.

Borrower signature

Co-Borrower signature