



Neighborhood Housing  
 Services Oklahoma  
 NeighborWorks® Organization

CLIENT INTAKE

**APPLICANT INFORMATION**

*Please Print Clearly*

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

**Address:** \_\_\_\_\_  
 Street  
 City State Zip Code

**Home:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_ **Birth Date:** \_\_\_\_\_

**Social Security #** \_\_\_\_\_ **Monthly Household Income:** \_\_\_\_\_

**Demographic Information:**

<b>Race:</b> <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> American Indian/Alaskan Native/Black <input type="checkbox"/> American Indian/Alaskan Native/White <input type="checkbox"/> Asian <input type="checkbox"/> Asian White <input type="checkbox"/> Black or African American <input type="checkbox"/> Black or African American/White <input type="checkbox"/> Chose Not to Respond <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Other Multiple Race <input type="checkbox"/> White	<b>Ethnicity:</b> <input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic <input type="checkbox"/> Chose Not to Respond	<b>Gender</b> Male <input type="checkbox"/> Female <input type="checkbox"/>
	<b>Foreign Born :</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>English Proficient:</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Do you live in a Rural Community:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
	<b>Marital Status</b> <input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced	

**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)?**

- |  |  |
|--|--|
| <input type="checkbox"/> Female headed single parent household | <input type="checkbox"/> Male headed single parent household |
| <input type="checkbox"/> Single adult                          | <input type="checkbox"/> Married with children               |
| <input type="checkbox"/> Two or more unrelated adults          | <input type="checkbox"/> Married without children            |
| <input type="checkbox"/> Other                                 |  |

**Household Size :** \_\_\_\_\_ **How many dependents?** \_\_\_\_\_

**Highest Level of Education**

<input type="checkbox"/> Never Attended School	<input type="checkbox"/> Grades K Through 8
<input type="checkbox"/> Grades 9 Through 11 (Some HS)	<input type="checkbox"/> Grade 12/GED
<input type="checkbox"/> College 1-3 Years	<input type="checkbox"/> College 4 Years
<input type="checkbox"/> Doctorate/Masters/Professional degree	



## AUTHORIZATION

### I authorize Neighborhood Housing Services Oklahoma (NHSOKLA) to:

- ◆ 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;
- ◆ pull my/our credit report and review my/our credit file for informational inquiry purposes; and
- ◆ 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.
- ◆ I understand that NHSOKLA receives Congressional funds through HUD and NeighborWorks America programs and, as such, is required to share some of my personal information with the said program administrators or their agents for purposes of program monitoring, compliance and evaluation.

## Counseling Disclosure

### Neighborhood Housing Services Oklahoma (NHSOKLA) provides the following services:

- ◆ Housing Counseling which includes pre-purchase and default counseling
- ◆ Group education which includes Home Buyer Education
- ◆ Down Payment Assistance Programs which include City of Oklahoma City and Cleveland/Logan Counties and Neighborhood Stabilization Program.
- ◆ Affordable homes for sale and rent.
- ◆ NHSOKLA does not have any financial relationships between our Agency and any other industry partners.
- ◆ While affordable homes, rental properties, lending products and other forms of assistance might be available through NHSOKLA, the client is under no obligation to utilize these services. Clients have a right to use loan products than those offered by the agency and purchase or rent properties other than those owned by the agency.
- ◆ NHSOKLA will limit referring services to those within their training and expertise, and refrain from giving legal, tax or accounting advice unless licensed to do so. Non-homeownership issues should be referred to other appropriate agencies to serve clients fully.
- ◆ NHSOKLA staff shall not give payment or receive payment from an outside source for a referral unless professional services of comparable value have been provided.
- ◆ NHSOKLA will avoid actual and the appearance of conflicts of interest. NHSOKLA will inform clients when a real or potential conflict of interest arises and take all necessary steps to resolve the issue in a manner that makes the clients' interests primary and protects clients'. In some cases, protecting clients' interests may require termination of the professional relationship with proper referral of the clients.
- ◆ NHSOKLA respect clients' right to privacy. Private information will not be requested from clients unless it is critical to providing services. Once private information is shared, privacy laws apply as well as client confidentiality.

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*Client Signature*

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*Date*

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*Client Signature*

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*Date*