



June 13, 2016

Dear Sir/Madam:

Partner Family you are required to attend an Orientation. At that time the process begins by completing a **Pre-Application form**. Please complete the entire enclosed form and return to Habitat for Humanity. Your name will be added to our database and you will receive any informational mailings such as Newsletters or free educational sessions. When an Orientation date is established you will be contacted. If any of your information changes such as your address, it is up to you to contact Habitat so that you continue to receive our mailings.

At Orientation, you will have a short presentation that further explains the Habitat Partner program and complete another Pre-Application and Applicant Screening Waiver form. Once these forms have been submitted, applicants go through an extensive screening which includes sex offender, credit and employment verifications.

After Orientation, successful potential Partner Families must then complete a **Housing Application form**. This form includes detailed information regarding the family's needs, income and ability to pay. An interview and a home visit will also take place as part of the screening. A Habitat staff member or volunteer will be available to assist you with this process.

This process can take several months.

Once Partner Families have been accepted into the program, the fun begins! While it typically takes 12 to 18 months before a family moves in to their new home, there is a lot to do during that time. More information will be provided at that time.

Thank you for your interest the Habitat for Humanity program.

Sincerely,

Jane Miller
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Encl.