

Workforce Housing Plus+ Intake Certification



These instructions are being provided to assist with the accurate completion of the Intake Certification. **PLEASE READ THOROUGHLY AND CAREFULLY.**

Any changes to household income must be communicated to the Bank as soon as it is discovered so that a second review of household income can be completed to confirm income eligibility.

Section I: Applicant Information

- List the name of the applicant that is requesting Workforce Housing Plus+ Program funds

Section II: Household Member(s) Information

- List the name(s) of all household members, including children who will occupy the residence at closing. Children away at college should also be included as household members. If you are aware of any imminent change in household makeup, please make the necessary updates to the document.

Section III: Household Income Information

- List all current sources of household income for household members age 18 and over. This includes but is not limited to wages, self-employment or contractor sources (**e.g. side jobs, Uber, LYFT, Mary Kay, Social Media Influencer, Online Sales or E-Commerce, etc.**), child support, alimony, part-time or seasonal income, SSI for adults and for minor children, merit increases, income for dependent college or university students, unemployment earnings, etc. Supplemental documentation is required for all other income not documented by paystubs (i.e. court documents, asset statements, etc.) Specific documentation can be found on FHLBank Atlanta's website: [https://corp.fhlbatl.com/assets/workforce housing plus program one pager_nM3n4oR.pdf](https://corp.fhlbatl.com/assets/workforce%20housing%20plus%20program%20one%20page_nM3n4oR.pdf)
- Household members age 18 and over that do not have income must complete a Zero Income Certification, or signed statement indicating the non-existence of income.

Section IV: Property Information

- Complete this section for property-type information and whether any portion of the property being purchased will be rented to other occupants.

Section V: Homebuyer Certification

- This section must be initialed and signed by the applicant(s) making application for Workforce Housing Plus+ funds. Applicant must physically initial where indicated (this can be accomplished via electronic signature or wet signature).

Section VI: Non-Occupant (Co-Borrower and/or Co-Owner) Certification

- This section must be initialed and signed by the non-occupant co-borrower or co-owner on the first mortgage, if applicable. If any monthly assistance is being provided to the household, the amount of that assistance must be disclosed where indicated. The certification must be physically initialed and signed.

Workforce Housing Plus+ – Intake Certification

Note: Providing incorrect and/or false information could result in the application being rejected



Section I: Applicant Information

(FOR ASSISTANCE WITH COMPLETING THIS DOCUMENT, PLEASE SEE INSTRUCTION PAGE)

Applicant Name:

Section II: Household Member(s) Information

List all persons who will occupy the residence at closing. Include children of all ages, including students away at college.

Household Member #	Name (First and Last)	Borrower Type	Relationship to Borrower	18 and Over?	Full-time student?	First-time Homebuyer?
1		Select One	Select One	Select One	Select One	Select One
2		Select One	Select One	Select One	Select One	Select One
3		Select One	Select One	Select One	Select One	Select One
4		Select One	Select One	Select One	Select One	Select One
5		Select One	Select One	Select One	Select One	Select One
6		Select One	Select One	Select One	Select One	Select One
7		Select One	Select One	Select One	Select One	Select One
8		Select One	Select One	Select One	Select One	Select One
Enter Total						

Section III: Household Income Information

List all current sources of household income for household members age 18 and over. This includes but is not limited to wages, self-employment or contractor sources (e.g. side jobs, Uber, LYFT, Mary Kay, Social Media Influencer, Online Sales or E-Commerce, etc.), child support, alimony, part-time or seasonal income, SSI for adults and for minor children, merit increases, income for dependent college or university students, unemployment earnings, etc.

Household Member	Income Source (e.g. VOE, paystubs, etc.)	Amount	Verified Employment Start Date	Avg Hours Weekly

Section IV: Property Information

☐ 1 unit ☐ 2 to 4 units

Will any of the units be used for rental purposes? If Yes, rental lease information/rental income must be included in the Household Income section, and applicable documentation provided to the lender.

☐ Yes ☐ No

Section V: Homebuyer Certification

- Initial(s): / 1. I/We hereby certify that all income information contained herein for household members age 18 and over, is true and correct. I/We understand that the failure to supply accurate information to FHLBank Atlanta or it's member financial institution will result in the rejection or denial of the Workforce Housing Plus+ application
- Initial(s): / 2. I/We must complete, prior to funding, the required counseling program provided by the Bank's prescribed debt management and default prevention program provider.
- Initial(s): / 3. The property does not include any rental income other than as may be disclosed above.
- Initial(s): / 4. I/We intend to occupy the property as my/our primary residence.
- Initial(s): / 5. I/We certify that there is no imminent change expected to my/our household income or the number of household members at the time of closing.
- Initial(s): / 6. All information contained herein, including but not limited to the number of household members and income for household members age 18 and over, is true and correct.

WARNING: I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 18, United States Code, Section 1001, et. seq.

Homebuyer/Homeowner (Print Name)	Homebuyer/Homeowner Signature	Date
Homebuyer/Homeowner (Print Name)	Homebuyer/Homeowner Signature	Date

Initial(s):

/

Initial(s):

/

1. I / We are non-occupying co-borrower(s) of the subject property and attest that I /we have another primary residence.

2. I / We are the non-occupying co-borrower(s) of the Promissory Note associated with the first mortgage loan that is being made to the above homebuyer(s)

3. I / We certify that my/our contribution each month will be \$ _____ to assist the homebuyer(s) in making regular monthly loan payments, or any other assistance.

WARNING: I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 18, United States Code, Section 1001,et seq.		
Co-Borrower/Non-occupant (Print Name)	Signature	Date
Co-Borrower/Non-occupant (Print Name)	Signature	Date