



## Preliminary Application

**Crescent City Community Land Trust (CCCLT)** is a nonprofit organization that ensures permanent affordability for generations through equitable residential and commercial development, community stewardship, and housing advocacy. We develop, maintain, and steward permanently affordable for-sale homes, rental apartments, and commercial spaces in the city of New Orleans.

Community Land Trusts (CLTs) are a unique model designed to make homeownership more affordable and accessible for low- and moderate-income buyers. Crescent City Community Land Trust owns the land, so you only need to pay for the price of the house itself. Because we partner in the purchase of land and homes, buyers purchase at a lower cost -- no matter the market rates -- and we stay in partnership throughout their ownership experience, providing ongoing education in home finances and maintenance. Along the way, our homeowners build personal wealth. When the property is sold, they receive a fair return on their investment, and take this forward for their next moves, while ensuring that the home remains affordable for future buyers.

CCCLT has partnered with local non-profit Home by Hand (HbH) for our pilot Community Land Trust Homeownership Program. Home by Hand staff will assist applicants through the entire application and homebuying processes. \*HbH is now accepting applications on behalf of CCCLT for our energy efficient, 2 and 3 bedroom, 2 bathroom Community Land Trust homes located in the Lower 9<sup>th</sup> Ward neighborhood of New Orleans. Total monthly mortgage payments will not exceed 25% of the buyer's household income.

### ELIGIBILITY:

- Applicants cannot currently own a home
- Your household income must be at or below 80% of the area median income (AMI) for Orleans Parish:

| Family Size    | 1        | 2        | 3        | 4        | 5        | 6        |
|----------------|----------|----------|----------|----------|----------|----------|
| Income Maximum | \$37,750 | \$43,150 | \$48,550 | \$53,900 | \$58,250 | \$62,550 |

In addition, you must:

- Be able to qualify for a first mortgage with a participating lender, with a minimum 620 credit score
- Complete a 12 hour homebuyer training course at an approved agency
- Contribute a minimum of \$1,000 toward the purchase of the home
- Earn a minimum of \$20,000 annually
- Live in the home as your primary residence
- Have the ability to maintain the new home (i.e. pay taxes, insurances, utilities, termite contract renewal, lawn care)

\*Applications should be submitted to CCCLT's sales partner Home by Hand (HBH). See page 4 for submission information.

# Crescent City Community Land Trust Homeownership Application

**\*PLEASE FILL OUT COMPLETELY\***

## **GENERAL INFORMATION**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Work: \_\_\_\_\_

Email: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Please list the names and ages of anyone else that will be living in the home:

- 1) Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_
- 2) Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_
- 3) Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_
- 4) Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_
- 5) Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_
- 6) Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Have you ever taken a homebuyer training class? \_\_\_\_\_

If yes, when and where? \_\_\_\_\_

Are you a veteran? \_\_\_\_\_

Are you a teacher or first responder? \_\_\_\_\_

Are you working with a realtor? \_\_\_\_\_

## **HOUSEHOLD EMPLOYMENT INFORMATION**

Please list the annual, gross income of each income-earning adult in the household:

### **Head of Household:**

Name: \_\_\_\_\_

Employer: \_\_\_\_\_ Gross Annual Income: \_\_\_\_\_

Hourly or salary: \_\_\_\_\_ Years on the job: \_\_\_\_\_

Frequency of pay (weekly, biweekly, twice a month): \_\_\_\_\_

How many years have you been in this line of work? \_\_\_\_\_

Are you self-employed? \_\_\_\_\_ If yes, do you have 2 years of filed tax returns? \_\_\_\_\_

Do you receive income benefits from any agency (i.e. social security, disability, pension, unemployment, workman's compensation, retirement)? \_\_\_\_\_

Type: \_\_\_\_\_ Amount: \_\_\_\_\_

Type: \_\_\_\_\_ Amount: \_\_\_\_\_

Do you pay or receive child support or alimony? \_\_\_\_\_

Monthly Amount: Receive: \_\_\_\_\_ Pay: \_\_\_\_\_

Is it court ordered? \_\_\_\_\_

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### **Additional adult household members (if applicable):**

Name: \_\_\_\_\_

Employer: \_\_\_\_\_ Gross Annual Income: \_\_\_\_\_

Hourly or salary: \_\_\_\_\_ Years on the job: \_\_\_\_\_

Frequency of pay (weekly, biweekly, twice a month): \_\_\_\_\_

How many years have you been in this line of work? \_\_\_\_\_

Are you self-employed? \_\_\_\_\_ If yes, do you have 2 years of filed tax returns? \_\_\_\_\_

Do you receive income benefits from any agency (i.e. social security, disability, pension, unemployment, workman's compensation, retirement)? \_\_\_\_\_

Type: \_\_\_\_\_ Amount: \_\_\_\_\_

Do you pay or receive child support or alimony? \_\_\_\_\_

Monthly Amount: Receive: \_\_\_\_\_ Pay: \_\_\_\_\_

Is it court ordered? \_\_\_\_\_

Name: \_\_\_\_\_

Employer: \_\_\_\_\_ Gross Annual Income: \_\_\_\_\_

Hourly or salary: \_\_\_\_\_ Years on the job: \_\_\_\_\_

Frequency of pay (weekly, biweekly, twice a month): \_\_\_\_\_

How many years have you been in this line of work? \_\_\_\_\_

Are you self-employed? \_\_\_\_\_ If yes, do you have 2 years of filed tax returns? \_\_\_\_\_

Do you receive income benefits from any agency (i.e. social security, disability, pension, unemployment, workman's compensation, retirement)? \_\_\_\_\_

Type: \_\_\_\_\_ Amount: \_\_\_\_\_

Do you pay or receive child support or alimony? \_\_\_\_\_

Monthly Amount: Receive: \_\_\_\_\_ Pay: \_\_\_\_\_

Is it court ordered? \_\_\_\_\_

### **PROPERTY AND LIVING SITUATION**

Are you currently living in the Lower 9<sup>th</sup> Ward? \_\_\_\_\_

Were you living in New Orleans at the time of Hurricane Katrina? \_\_\_\_\_

If yes, what was your address? \_\_\_\_\_

Have you owned a home in the last 3 years? \_\_\_\_\_

If yes, what is the address? \_\_\_\_\_

Do you still own this home? \_\_\_\_\_

What is your current rent payment? \_\_\_\_\_

How long have you lived at your current address? \_\_\_\_\_

## **Crescent City Community Land Trust Homeownership Application**

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### **ADDITIONAL COMMENTS (OPTIONAL):**

Please use this space to tell us any additional information that was not covered in the application questions. You can include comments about your housing needs, financial status, family dynamic, or anything you feel is important to include.

### **ALL PRELIMINARY APPLICATIONS SHOULD BE SENT TO:**

**HOME BY HAND  
6323 FRANKLIN AVE.  
NEW ORLEANS, LA 70122**

**EMAIL: erica@homebyhand.org**

**FAX: 504-945-1283**

**Please call Erica or Andy at Home by Hand with any questions: 504-529-3522**

**Applications are also available at: [www.ccclt.org/homes](http://www.ccclt.org/homes)**

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To be completed by Home by Hand staff:

Date received:

Method:

Date of initial follow up:

