**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**

**TEXAS BOOTSTRAP LOAN PROGRAM**

**NEW RESERVATION CHECKLIST**

|  |  |
| --- | --- |
| **LOAN DOCUMENTS** | |
| **Program Intake Application** |  |
| **Loan Submission Form** |  |
| **Executed Household Income Certification** |  |
| **Social Security Card and Driver’s License (or other government-issued identification)** |  |
| **Applicant Identification Document for each borrower** |  |
| **Completed Asset Verification Form by Financial Institution**  ***OR***  **6 months of checking accounts statements and 1 month of savings accounts statements (must show a beginning and ending balance)** |  |
| **Executed Verification of Employment Form or most recent paystubs for the last 60 days (must include YTD)** |  |
| **Extra Income Source Verification Documents (SSI Award Letter, 12-month child support payment records from Attorney General, etc.)** |  |
| **Completed Taxes (1040s) and W2s for the most recent 2 years (or Tax Affidavit)** |  |
| **Executed Information Disclosure Authorization Form** |  |
| **Executed Acknowledgement of Receipt of Privacy Notice** |  |

PLEASE UPLOAD ALL DOCUMENTS INTO

ONE PDF

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# PROGRAM INTAKE APPLICATION



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. BORROWER & CO-BORROWER INFORMATION | | | | | | |
| Borrower:    Alternative Names: | | | Co-Borrower:    Alternative Names: | | | |
| Social Security Number:  Date of Birth:  Citizenship:  U.S. Citizen  Permanent Resident Alien  Non-Permanent Resident Alien | | | Social Security Number:  Date of Birth:  Citizenship:  U.S. Citizen  Permanent Resident Alien  Non-Permanent Resident Alien | | | |
| Number of Dependents:  Ages: | | | Number of Dependents:  Ages: | | | |
| Marital Status:  Married  Separated  Unmarried | | | Marital Status:  Married  Separated  Unmarried | | | |
| If you selected “Unmarried” above, is there a person who is not your legal spouse but who currently has real property rights similar to those of a legal spouse?  No  Yes | | | If you selected “Unmarried” above, is there a person who is not your legal spouse but who currently has real property rights similar to those of a legal spouse?  No  Yes | | | |
| Current Address:  How long at current address:       Rent: $ | | | Current Address:  How long at current address:       Rent: $ | | | |
| 1. HOUSEHOLD COMPOSITION | | | | | | |
| Household Member Name | Relationship to Head of Household | | | Date of Birth | | Full time Student? |
|  | SELF (BORROWER) | | |  | | YES  NO |
|  |  | | |  | | YES  NO |
|  |  | | |  | | YES  NO |
|  |  | | |  | | YES  NO |
|  |  | | |  | | YES  NO |
|  |  | | |  | | YES  NO |
|  |  | | |  | | YES  NO |
|  |  | | |  | | YES  NO |
|  |  | | |  | | YES  NO |
| 1. EMPLOYMENT INFORMATION (Provide at least 2 years of current and previous employment income) | | | | | | |
| **Current Employer:**  Position or Title:  Start Date:       (mm/dd/yyyy)  How long in this line of work?       years       months  Gross Monthly Income: | | | **Current Employer:**  Position or Title:  Start Date:       (mm/dd/yyyy)  How long in this line of work?       years       months  Gross Monthly Income: | | | |
| **Additional Current Employer / Previous Employment**  Employer:  Position or Title:  Start Date:       (mm/dd/yyyy)  End Date:       (mm/dd/yyyy - N/A if current)  Gross Monthly Income: | | | **Additional Current Employer / Previous Employment**  Employer:  Position or Title:  Start Date:       (mm/dd/yyyy)  End Date:       (mm/dd/yyyy - N/A if current)  Gross Monthly Income: | | | |
| **Additional Current Employer / Previous Employment**  Employer:  Position or Title:  Start Date:       (mm/dd/yyyy)  End Date:       (mm/dd/yyyy - N/A if current)  Gross Monthly Income: | | | **Additional Current Employer / Previous Employment**  Employer:  Position or Title:  Start Date:       (mm/dd/yyyy)  End Date:       (mm/dd/yyyy - N/A if current)  Gross Monthly Income: | | | |
| 1. INCOME FROM OTHER SOURCES | | | | | | |
| Include income from other sources below. Under Income Source, choose from the sources listed below:   -Alimony -Child Support -Interest and Dividends -Notes Receivable -Royalty Payments -Unemployment -Disability -Public Assistance -Supplemental Social Security -VA Compensation -Capital Gains -Trust  -Pension -Net Rental Income -Social Security Income -Retirement -Familial Support -Other -Temporary Income -Foster Care Income -Income from Military -Net Business Income -AFDC/TANF | | | | | | |
| **Borrower / Co-Borrower / Household Member** | | **Income Source** – use list above | | | **Monthly Income** | |
|  | |  | | | $ | |
|  | |  | | | $ | |
|  | |  | | | $ | |
|  | |  | | | $ | |
|  | |  | | | $ | |
|  | |  | | | $ | |
| **Provide TOTAL Amount From Other Sources Here** | | | | | **$** | |
| 1. LIABILITIES AND EXPENSES | | | | | | |
| DO NOT INCLUDE LIABILITIES FROM DEBT OBLIGATIONS LISTED ON CREDIT REPORTS. TDHCA will pull a tri-merge credit report to review the household’s debt obligations. Only include liabilities and expenses not listed on a credit report or from the list below.   -Alimony -Child Support -Separate Maintenance -Job Related Expenses -Other  -Rent to own agreements -liability not listed on a credit report – Payday loans | | | | | | |
| **Borrower / Co-Borrower / Household Member** | | **Liability description** – use list above | | | | **Monthly Payment** |
|  | |  | | | | $ |
|  | |  | | | | $ |
|  | |  | | | | $ |
|  | |  | | | | $ |
|  | |  | | | | $ |
| 1. ASSETS OF ALL HOUSEHOLD MEMBERS | | | | | | |
| When listing the cash value of any asset marked with an asterisk\*, indicate the amount you would have if you were to convert the asset to cash (i.e. sell or exchange the asset), deducting any penalties for early withdrawal, amounts used to pay off a balance, and any fees which may be assessed for the conversion. Include all assets. Under asset source, choose from the sources listed below:   -Checking Account(s) -Savings Account(s) -Pre-Paid Debit Cards -Stocks/Bonds/Mutual Funds\* -Real Estate (Home/Land) -Trust Funds -Mortgage Note Held -Whole Life Insurance\* -Personal Property Held as an Investment -Peer-to-Peer (Paypal, CashApp, Venmo, etc.) -Lump Sums Received (inheritance, capital gains, insurance, etc.) - Non-Necessary Personal Property (NNPP) such as campers, motorhomes, travel trailers, all-terrain vehicles (if not for day-to-day transportation) recreational boats, expensive jewelry without religious or cultural value, collectibles, equipment not generating business income and luxury items. | | | | | | |
| Name of Asset or Financial Institution | Asset Type or Account Number | | | Asset Income (interest/dividends) | | Cash Value |
|  |  | | |  | |  |
|  |  | | |  | |  |
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| 1. DECLARATIONS | | | | | | |
| **Will the borrower and co-borrower occupy the property as their primary residence?** | | | | | | YES  NO |
| **Are the borrower or co-borrower a co-signer or guarantor on any debt or loan that is not disclosed on this application?** | | | | | | YES  NO |
| **Are there any outstanding judgments against the borrower or co-borrower?** | | | | | | YES  NO |
| 1. DECLARATIONS (CONTINUED) | | | | | | |
| **Are the borrower or co-borrower currently delinquent or in default on a Federal or State of Texas debt?** | | | | | | YES  NO |
| **Have the borrower or co-borrower had property foreclosed upon in the last 7 years?** | | | | | | YES  NO |
| **Have the borrower or co-borrower declared bankruptcy within the past 7 years?** | | | | | | YES  NO |
| **Does any household member currently own any real estate?** (Including land and/or properties)  If YES, please list the address:       Value:       Monthly Payment: | | | | | | YES  NO |
| **Are the borrower or co-borrower borrowing any money for this real estate transaction?** (e.g., money for your closing costs or down payment) or obtaining any money from another party, such as the seller, family, or friends | | | | | | YES  NO |
| **Has anyone in the household given away anything of value within the last two years? *(if a home was released due to foreclosure, bankruptcy, or divorce, answer No)*** Provide explanation (include the type of asset, estimated value of asset, amount disposed for, and date of disposal): | | | | | | YES  NO |
| **Is anyone in the household currently serving or related to anyone who is currently serving or has served within the last 12 months as an employee, agent, consultant, officer, or elected or appointed official of TDHCA or Administrator?**  If YES, identify who, organization, and role:      Current role? No YesIf no, date role ceased: | | | | | | YES  NO |
| **Is any household member a foster child?** If yes, who? | | | | | | YES  NO |
| **Is any household member a live-in attendant?** If yes, who? | | | | | | YES  NO |
| **Is any household member temporarily absent from the home?**  If yes, who?       Indicate reason for temporary absence: | | | | | | YES  NO |
| **Do you anticipate other members will join your household within the next 12 months?**  If yes, explain: | | | | | | YES  NO |
| **Has anyone other than the borrower or co-borrower within the household received a Tax Refund in the last 12 months?** If yes, who:      Amount of refund: | | | | | | YES  NO |
| 1. DEMOGRAPHIC INFORMATION | | | | | | |
| DEMOGRAPHIC INFORMATION: The Texas Department of Housing and Community Affairs (TDHCA) requests this information in order to comply with HUD’s required reporting requirements. Although TDHCA would appreciate receiving this information, you may choose not to furnish it. You may not be discriminated against on the basis of this information, or on whether or not you choose to furnish it. If you do not wish to furnish this information, please initial below. | | | | | | |
| Borrower Initials \_\_\_\_\_\_\_\_\_\_\_ Co-Borrower Initials \_\_\_\_\_\_\_\_\_\_\_ I do not wish to furnish information regarding my ethnicity, race, gender, age, and/or household compositions. | | | | | | |
| Ethnicity Codes:  A – Hispanic: A Person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Terms such as “Latino” or “Spanish Origin” apply to this category.  B – Not Hispanic | | | | | | |
| Race Codes:  A – White B – Black-African American C – Asian D – American Indian/Alaska Native E – Native Hawaiian/Other Pacific Islander F – American Indian/Alaska Native/White G – Asian/White H – Black/African American/White  I – American Indian/Alaska Native/Black-African American J – Other Multi-Racial | | | | | | |
| Borrower | | Ethnicity Code | | | Race Code | |
|  | |  | | |  | |
| Co-Borrower | | Ethnicity Code | | | Race Code | |
|  | |  | | |  | |
| 1. CERTIFICATION, RELEASE AND SIGNATURES | | | | | | |
| The undersigned applicant(s) (whether one or more) is applying for a loan in the amount of $      (“Mortgage Loan”) under the Texas Department of Housing and Community Affairs’ (the “Department”) Texas Bootstrap Loan Program (the “Program”), as the buyer(s) or owner(s) of the property listed above located in the State of Texas (the “Residence”), promises under penalty of perjury, that each of the following statements is true, correct, and complete.   1. Income – I have reviewed, verified, and disclosed all of my household’s anticipated gross annual income in this intake application as well as the Household Income Certification attached. 2. Assets – I have reviewed, verified, disclosed, and provided verification documents for all of my household’s assets, including, but not limited to: savings accounts, checking accounts, real estate, real property, personal property, retirement accounts, pension funds, and or cash on hand. All assets have disclosed in this intake application as well as the Household Income Certification attached. 3. Location of Residence – I am applying for a loan to purchase the property located at; 4. Acquisition Cost – The “Cost” of the Residence can include:  - Payment by me or by someone else, whether in case or in other value for the Residence and the land;  - The value of any services performed by me and my family members, or someone paid for me in rehabilitation or completing the Residence;  - Any amount paid to convert a contract for deed to a warranty deed with vendor’s lien.  The “Cost” of the Residence cannot include:  - Settlement and financing costs paid by me (such as title and transfer fees, title insurance, survey fees, credit reference fees, legal fees, points paid by me, credit report fees, FHA insurance premiums, hazard or flood insurance premiums, abstract fees, tax service fees, recording or registration fees, escrow fees, file preparation fees and other similar costs); - Amounts that I paid or that someone paid for me to the seller or for the seller of the residence for property that is not a “fixture” (permanently attached to the land or to the Residence). Considering the above, my costs for the Residence are: $ 5. Principal Residence – “Principal Residence” means, the primary single family housing unit that me and my household will live and not maintain business. I understand that I must live at the Property within 30 days after the Residence is completed. I understand that I cannot rent my Residence to someone else, dedicate the entire Residence to operating a business, or use it as a vacation home, or vacation rental home. I agree to notify the Lender immediately if the Residence stops being my Principal Residence. 6. Verification – I understand that the Administrator, the Department or their authorized representative will check to make sure that my statements are true and complete. I agree to allow the Administrator, the Department, and their authorized agents access to any information reasonably related to the statements herein. 7. Assumption, Modifications, or Refinances – The Department must approve any assumptions, refinances, which consent will not be unreasonably withheld. 8. Attachments – Any documents attached hereto are incorporated herein for all relevant purposes.   Each of the undersigned Applicants for the Texas Bootstrap Loan Program hereby certify that all of the information provided in the above application, the Household Income Certification, and Demographic Information is true and correct, and do hereby authorize the release and/or verification of mortgage loan, employment, assets, liabilities, and income information.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Borrower’s Printed Name Signature Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Co-Borrower’s Printed Name Signature Date | | | | | | |
| WARNING: Title 18, Section 1001 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency in the United States as to any matter within its jurisdiction. | | | | | | |

*Reasonable accommodations will be made for persons with disabilities and language assistance will be made available for persons with limited English proficiency.*

|  |  |  |
| --- | --- | --- |
| **SimpleSeal BLACK med res.jpg** | **Texas Department of Housing and Community Affairs**  Street Address: 221 East 11th Street, Austin, TX 78701 Mailing Address: PO Box 13941, Austin, TX 78711  Main Number: 512-475-3800 Toll Free: 1-800-525-0657 Email: info@tdhca.state.tx.us Web: [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us) | Eq Hsng logo transparant |

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# LOAN SUBMISSION FORM



|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Administrator Name: | |  | | | | Contract Number: | | | |  | | |
| Borrower Name: | |  | | | | Is borrower a Veteran? | | | |  | | |
| Co-Borrower Name: | |  | | | | Is Co-borrower a Veteran? | | | |  | | |
| Property Address: |  | | City: |  | | | | State: | TX | | Zip: |  |
| County: |  | | | | Flood Zone | | Yes  No | | | | | |
| Legal Description: | |  | | | | | | | | | | |

Purpose of Loan:  Purchase Money  Residential Construction  Interim Construction  Rehabilitation

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Set-Aside: | Two-Third  One-Third (Statewide) | | | | | Census Tract: |  | | |
| Who will be servicing the loan: | | | |  | | | | |
| Tax Escrow per month: | | | | $ | Insurance Escrow per month: | | | $ | |
| LIENHOLDER INFORMATION | | | | | | | | | |
| 1st Lien Holder | | | | | 2nd Lien Holder | | | | |
| Name of Lien Holder: | |  | | | Name of Lien Holder: | | |  | |
| Loan Amount: | |  | | | Loan Amount: | | |  | |
| Funding Source: | |  | | | Funding Source: | | |  | |
| Interest Rate: | |  | | | Interest Rate: | | |  | |
| Loan Term: | |  | | | Loan Term: | | |  | |
| Monthly Payment Amount: | |  | | | Monthly Payment Amount: | | |  | |
| Lien Required: | | Yes  No | | | Lien Required: | | | Yes  No | |
| Repayable  Forgivable  Grant | | | | | Repayable  Forgivable  Grant | | | | |
| 3rd Lien Holder | | | | | 4th Lien Holder | | | | |
| Name of Lien Holder: | | |  | | Name of Lien Holder: | | |  | |
| Loan Amount: | | |  | | Loan Amount: | | |  | |
| Funding Source: | | |  | | Funding Source: | | |  | |
| Interest Rate: | | |  | | Interest Rate: | | |  | |
| Loan Term: | | |  | | Loan Term: | | |  | |
| Monthly Payment Amount: | | |  | | Monthly Payment Amount: | | |  | |
| Lien Required: | | | Yes  No | | Lien Required: | | | Yes  No | |
| Repayable  Forgivable  Grant | | | | | Repayable  Forgivable  Grant | | | | |

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# LOAN SUBMISSION FORM



|  |  |  |  |
| --- | --- | --- | --- |
| ADMINISTRATOR INFORMATION | | | |
| Administrator: |  | | |
| Administrator Address: |  | Phone: |  |
| City, State, & Zip |  | | |
| Administrator Contact: |  | Phone: |  |
| Administrator Email: |  | | |
| TITLE COMPANY INFORMATION | | | |
| Title Company Name: |  | | |
| Title Company Address: |  | Phone: |  |
| City, State, & Zip |  | | |
| Title Company Contact: |  | Phone: |  |
| Title Company Email: |  | | |
| Schedule of Fees and Charges List any fees that should appear on the Bootstrap Loan Closing Disclosure, including those that will be charged to the Borrower(s). Do not include charges to be disclosed by other lenders or to be billed as soft costs. | | | |

|  |  |
| --- | --- |
| **TDHCA Bootstrap Loan Document Prep Fee:** | **$ 450.00** |
| **Monthly Homeowner’s Insurance Premium:** | **$** |
| **Monthly Flood Insurance Premium:** | **$** |
| **Monthly Property Taxes:** | **$** |
| **Appraisal Fee:** | **$** |
| **Credit Report Fee:** | **$** |
| **Flood Determination Fee:** | **$** |
| **Flood Monitoring Fee:** | **$** |
| **Survey Fee:** | **$** |
| **Title – Insurance Binder:** | **$** |
| **Title – Lender’s Title Policy:** | **$** |
| **Title – Other Title Services:** | **$** |
| **Title – Settlement Agent Fee:** | **$** |
| **Title – Title Search:** | **$** |
| **Recording Fees and Other Taxes:** | **$** |
| **Other:** | **$** |

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# Applicant Identification Document

The USA Patriot Act requires all financial institutions to obtain, verify and record information that identifies every customer. Completion of this documentation is required in order to comply with the

USA Patriot Act. A complete copy of this information must be retained with the loan file.

|  |  |
| --- | --- |
| Name of Applicant: |  |
| Present Address: |  |
| Mailing Address: |  |
| Date of Birth: |  |

Primary Identification Document

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Applicant: | | |  | | |
| Document Type : | | |  | | |
| Document Number: | | |  | | |
| Issued by: | | |  | | |
| Issued Date: |  | | Expiration Date: |  |

Secondary Identification Document

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Applicant: | | |  | | |
| Document Type : | | |  | | |
| Document Number: | | |  | | |
| Issued by: | | |  | | |
| Issued Date: |  | | Expiration Date: |  |

Discrepancies and Resolution:

|  |
| --- |
|  |
|  |

The above information has been verified to be true and correct based on the information provided

by the applicant.

|  |  |  |
| --- | --- | --- |
|  |  |  |

Name of person verifying information Signature of person verifying information

|  |  |
| --- | --- |
| Date: |  |



**TEXAS BOOTSTRAP LOAN PROGRAM**

**PRIVACY NOTICE**

WHAT DOES THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (TDHCA) DO WITH YOUR PERSONAL INFORMATION?

**FACTS**

WHY

Financial Companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.

The types of personal information we collect and share depend on the product or service you have with us. This information can include:

* Social Security number and income
* Account balances and assets
* Credit history and employment information

When you are no longer our customer, we continue to share your information as described in this notice

WHAT

HOW

All financial companies need to share customers’ personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers’ personal information; the reasons the TDHCA chooses to share; and whether you can limit this sharing.

|  |  |  |  |
| --- | --- | --- | --- |
| **Reasons we can share your personal information** | | **Does TDHCA**  **share?** | **Can you limit this sharing?** |
| **For our everyday business purposes -**  **Such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus** | | **Yes** | **No** |
| **For our marketing purposes -**  **To offer our products and services to you** | | **No** | **We Don't Share** |
| **For joint marketing with other financial companies** | | **No** | **We Don't Share** |
| **For our affiliates everyday business purposes - Information about your transactions and experiences** | | **No** | **We Don't Share** |
| **For our affiliates everyday business purposes - Information about your creditworthiness** | | **No** | **We Don't Share** |
| **For nonaffiliates to market to you** | | **No** | **We Don't Share** |
| **QUESTIONS?** | **Call toll-free 1-800-298-4013 or go to** [**www.tdhca.state.tx.us**](http://www.tdhca.state.tx.us/) | | |

 **TEXAS BOOTSTRAP LOAN PROGRAM**

**PRIVACY NOTICE**

|  |  |
| --- | --- |
| What we do | |
| How Does TDHCA protect my personal information? | To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings. |
| How does TDHCA collect my personal information? | We collect your personal information, for example when you:   * Apply for a loan * Give us your income information * Provide employment information * Provide account information * Give us your contact information   We also collect your personal information from others such as credit bureaus or other companies. |
| Why can’t I  limit all sharing? | Federal Law gives you the right to limit only   * Sharing for affiliates’ everyday business purposes – information about your creditworthiness * Affiliates from using your information to market to you * Sharing for nonaffiliates to market to you   State Laws and individual companies may give you additional rights to limit sharing. |
| Definitions | |
| Affiliates | Companies related by common ownership or control. They can be financial and nonfinancial companies.   * TDHCA has no affiliates |
| Nonaffiliates | Companies not related by common ownership or control. They can be financial and nonfinancial companies.   * Nonaffiliates we share with can include banks, title insurance companies, law firms, governmental bodies, community action agencies and non- profits. |
| Joint marketing | A formal agreement between nonaffiliated financial companies that together market financial products or services to you.   * TDHCA does not jointly market |



**TEXAS BOOTSTRAP LOAN PROGRAM**

**PRIVACY NOTICE**

**ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY NOTICE FROM THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS**

**I hereby acknowledge receipt of a printed copy of the Privacy Notice issued by the Texas Department of Housing and Community affairs in connection with my application for a residential home loan.**

|  |  |  |
| --- | --- | --- |
|  |  |  |

Applicant Signature Date Signed

|  |  |  |
| --- | --- | --- |
|  |  |  |

Co-Applicant Signature Date Signed



**TEXAS BOOTSTRAP LOAN PROGRAM**

 **INFORMATION DISCLOSURE AUTHORIZATION FORM**

To whom it may concern:

I/We hereby authorize you to release to the TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (“TDHCA”) (or to its authorized agents or assigned lenders) information to verify my/our past and present employment, earning records, bank accounts, stock holdings, and any other asset balances that are needed to process my/our loan application(s). I/We further authorize TDHCA (or to its authorized agents or assigned lenders or Technical Assistance Providers) to retrieve a credit report for the purpose of verification of credit information, including past and present mortgage and landlord references.

The information that TDHCA obtains through use of this authorization is to be used only for the purposes necessary to process my/our mortgage or loan application(s).

A photographic or carbon copy of this authorization (being a valid copy of the signature(s) of the undersigned) may be deemed the equivalent of the original and may be used as a duplicate original.

|  |  |  |
| --- | --- | --- |
|  |  |  |

Applicant Printed Name Co-Applicant Printed Name

|  |  |  |
| --- | --- | --- |
|  |  |  |

Applicant Signature Co-Applicant Signature

|  |  |  |
| --- | --- | --- |
|  |  |  |

Date of Signature Date of Signature

|  |  |
| --- | --- |
| Applicant’s Social Security Number |  |
| Co-Applicant’s Social Security Number: |  |

You may contact me at my place of employment.

|  |  |
| --- | --- |
| The telephone number is: |  |

You may not contact me at my place of employment.

*Reasonable accommodations will be made for persons with disabilities and language assistance will be made available for persons with limited English proficiency.*

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| **SimpleSeal BLACK med res.jpg** | **Texas Department of Housing and Community Affairs**  Street Address: 221 East 11th Street, Austin, TX 78701 Mailing Address: PO Box 13941, Austin, TX 78711  Main Number: 512-475-3800 Toll Free: 1-800-525-0657 Email: info@tdhca.state.tx.us Web: [www.tdhca.state.tx.us](http://www.tdhca.state.tx.us) | Eq Hsng logo transparant |