



## Client Authorization Form

---

I/We verify that the information on my profile is true and complete to the best of my knowledge and belief. I understand that providing false information or providing false statements may be grounds for denial of qualification. I agree to provide verification of all income and assets as required by NeighborWorks® Green Bay. I further authorize disclosure of all information that will verify my income and assets. Furthermore, I agree to complete the assigned monthly expenses worksheet/budget.

NeighborWorks® Green Bay is committed to assuring the privacy of individuals and/or families who have contacted us for assistance. We assure you that all information shared both orally and in writing will be managed within legal and ethical considerations and kept confidential. We may use anonymous collected case file information for the purpose of evaluating our services, gathering valuable research information, and designing future programs.

I/We agree that photocopies of this authorization may be used for the purposes stated above.

### **Third Party Authorization:**

I/We further grant permission to NeighborWorks® Green Bay to contact social services, financial institutions, landlords, employers, credit bureaus, courts, realtors, and other sources of information in order to facilitate our participation in services or programs available through NeighborWorks® Green Bay. In addition, NeighborWorks® Green Bay may, at its sole discretion, obtain a Credit Bureau Report to verify information submitted to help ascertain eligibility to receive Down Payment & Closing Cost Assistance.

I/We further authorize the sharing of information, including but not limited to such documents as the Offer to Purchase, Loan Application, Third-Party Home Inspection and Appraisal, Verification of Human Services, Verification of Disability, with social service agencies, financial institutions, real estate professionals, courts and attorneys and other agencies as listed in this application.

I/We hereby authorize NeighborWorks® Green Bay, to discuss pertinent information relating to credit history, past and present employment earning records, bank accounts, stock holdings, social security disability and benefits, and any other related assets that are needed to receive homeownership counseling.

I/We authorize the release of information requested by NeighborWorks® Green Bay in order to verify potential eligibility for assistance and/or any other services offered by NeighborWorks® Green Bay. This information may include inquiries about credit history, rental history, employment, income, pensions, assets, federal, state or local benefits, family composition, social security, residence history, etc.

**Fees:**

I/We understand that NeighborWorks® Green Bay may charge fees for its programs as follows:

**Homebuyer Education:**

In-Person Homebuyer Education:	\$50.00 ( <i>non-refundable</i> )
Virtual Homebuyer Education:	\$50.00 ( <i>non-refundable</i> )
eHome America Online Homebuyer Education:	\$125.00 ( <i>non-refundable</i> )

**Down Payment & Closing Cost Loans:**

NeighborWorks Loan Fund (NLF):	\$600.00
Purchase Assistance Loan (PAL):	\$500.00
Employer Assisted Homeownership Program (EAHP):	\$300.00
EAHP & NLF, HOME Loan, or PAL:	\$600.00
NeighborWorks Green Bay EAHP:	\$600.00
NeighborWorks Green Bay EAHP & NLF:	\$600.00
HOME Loan:	\$500.00

**FHLB Down Payment Plus Counseling:** \$500.00

This fee is an ‘all-in’ cost of \$500 to the Buyer. We will be netting the cost of the class from \$500 depending upon the education cost incurred by the Buyer. If Employer Assisted Homeownership (EAH) is paired with Down Payment Plus (DPP), the same \$500 “all-in” cost applies.

**Home Inspections:**

I/We am/are aware that a home inspection completed by a certified home inspector may be required and will be reviewed by NeighborWorks® Green Bay to receive funds for Down Payment & Closing Cost Assistance. Defective and/or non-compliant code areas noted in the inspection must be addressed.

I/We acknowledge that I/we received, reviewed, and agree to NeighborWorks® Green Bay Client Authorization Form.

_____	_____	_____
<b>Client’s Name (please print)</b>	<b>Client’s Signature</b>	<b>Date</b>
_____	_____	_____
<b>Client’s Name (please print)</b>	<b>Client’s Signature</b>	<b>Date</b>