



*Building
houses,
building
hope*

Dear Prospective Applicant:

Thank you for your interest in Syracuse Habitat for Humanity. Syracuse Habitat offers a "hand up, not a hand out." We build and renovate homes and sell them to our partner families at an affordable price based on income, making homeownership affordable for families who would not qualify for a conventional mortgage.

HOW TO APPLY:

1. Fill out the enclosed application. Answer the questions as completely as possible. We do verify income and debt so make sure to include **EVERYTHING**. Also, make sure to completely answer the question "Why do you need a Habitat home" as it is one of the most important questions on the application.
2. Submit the completed application along with the additional items listed in the "Submission Checklist" by mail, fax, or by bringing it to the office. Address and fax number listed below.

NOTE: If application is not complete upon submission, it will be sent back to you to complete and resubmit.

3. Once the **complete** application is received by Syracuse Habitat, our Family Selection Committee will review the application. They may contact you for more information or to schedule a home interview.
4. You will be informed of acceptance or denial. If accepted, you will be provided with information about the next steps, including sweat equity hours.

If you have any questions, please do not hesitate to contact our Administrative Office at 315-422-2230, option 2.

Submission Checklist:

- Completed Application
- Latest federal income tax return with w-2's
- Most recent 4 weeks of pay stubs or other proof of income

Mailing/Physical Address: 514 W. Genesee St. Syracuse, NY 13204
Fax: 315-426-9326