

Pre-Approval Intake Form



PRIMARY APPLICANT		Please Print Clearly	
Last Name:		First Name:	
Street :		Apt/Unit#:	
City:		State:	
MI:		Zip Code:	
How long have you lived at this address? ____ Years & ____ Months (If you've lived at this address less than 2 years, please attach another page to complete)			
Home: (____) ____ - ____		Mobile/Cell: (____) ____ - ____	
Email:		FAX: (____) ____ - ____	
1. Date of Birth:		2. Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	
3. Race (Check only one)			
<input type="checkbox"/> White/Non- Hispanic <input type="checkbox"/> Black / African American <input type="checkbox"/> American Indian / Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian / Other Pacific Islander <input type="checkbox"/> Hispanic			
4. Family Household Size: <input type="text"/>		5. Age of each adult and child: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
6. Household Type (Please check one)			
<input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (Include single, divorced, widowed, domestic partners)			
7. Housing Arrangement: (Please check one)		8. Monthly mortgage /rental payment: <input type="text"/>	
<input type="checkbox"/> Renter <input type="checkbox"/> Rent Free <input type="checkbox"/> Homeowner			
9. Highest level of education attained:			
<input type="checkbox"/> None <input type="checkbox"/> High School <input type="checkbox"/> Associate's <input type="checkbox"/> Masters <input type="checkbox"/> Elementary <input type="checkbox"/> Some College <input type="checkbox"/> Bachelor's <input type="checkbox"/> Doctoral			
10. Are you currently working?			
<input type="checkbox"/> Yes – Full time <input type="checkbox"/> Yes - Part time <input type="checkbox"/> No – Not receiving Unemployment <input type="checkbox"/> No- receiving Unemployment			
11. Are you active duty in the military? <input type="checkbox"/> Yes <input type="checkbox"/> No		12. Are you a Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	
13. Have you owned a home in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes: <input type="checkbox"/> Sold <input type="checkbox"/> Short Sale <input type="checkbox"/> Foreclosure Year of Sale /Short Sale / Foreclosure: <input type="text"/>			
14. Are you a first time home buyer? (or have not owned home in the past 3 years): <input type="checkbox"/> Yes <input type="checkbox"/> No			
15. How much in liquid assets do you have to meet your goals?			
Checking: <input type="text"/>		Savings: <input type="text"/>	
		Other: <input type="text"/>	

PRIMARY APPLICANT EMPLOYMENT - Provide us with the last two (2) years of employment information.**Primary Employer (Current):**

Title:		Hire Date :	
Street:	City:	State:	Zip Code:
<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time		Phone: (____) _____ -- _____	
Annual Gross Income (before taxes): <input type="text"/>			

Previous Employer:

Title:		Hire Date :	
Street:	City:	State:	Zip Code:
<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time		Phone: (____) _____ -- _____	
Annual Gross Income (before taxes): <input type="text"/>			

If necessary, attach additional pages to complete your 2 year work history.

CO- APPLICANT

Last Name:	First Name:	MI:	
Street:	City:	State:	Zip Code:
Home: (____) _____ -- _____	Mobile/Cell: (____) _____ -- _____		
Email:	FAX: (____) _____ - _____		
1. Date of Birth:	2. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
3. Race (Check only one) : <input type="checkbox"/> White / Non Hispanic <input type="checkbox"/> Black / African American <input type="checkbox"/> American Indian / Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian / Other Pacific Islander <input type="checkbox"/> Hispanic			
4. Relationship to Primary Applicant: <input type="checkbox"/> Spouse / Partner <input type="checkbox"/> Child <input type="checkbox"/> Sibling <input type="checkbox"/> Parent <input type="checkbox"/> Other Relative <input type="checkbox"/> Relative by Marriage			
5. Household Type (Please check one) <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (Include single, divorced, widowed, domestic partners)			

CO-APPLICANT EMPLOYMENT - Provide us with the last two (2) years of employment information.

Primary Employer (Current):			
Title:		Hire Date:	
Street:	City:	State:	Zip Code:
<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time		Phone: (____) _____ -- _____	
Annual Gross Income (before taxes): <input type="text"/>			



Previous Employer:			
Title:		Hire Date:	
Street:	City:	State:	Zip Code:
<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time		Phone: (____) ____ -- ____	
Annual Gross Income (before taxes):		<input type="text"/>	
If necessary, attach additional pages to complete your 2 year work history.			

REAL-ESTATE AGENT INFORMATION	
Are you currently working with a real-estate agent ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, with whom are you working? Name:	Phone: (____) ____ -- ____

How did you hear about ARC? *ARC Client* *Bank* *Gov't* *Realtor* *Ad/Flayer* *Website*
 Word of mouth *Lender* *Other Agency* *Website* *Other /Please specify*

Date: _____ Applicant Signature: _____ Co-Application Signature: _____

PRIVACY NOTICE

We may collect personally identifiable information ("PII") from you such as your name, date of birth, e-mail or mailing address when you voluntarily choose to utilize our services. We use such information in an effort to provide you with superior customer experience and to improve and market services to you. We may store PII ourselves or it may be stored in databases owned and maintained by our agents or service providers. We consider your information to be a vital part of our relationship with you. Consequently, we are committed to protecting the privacy and accuracy of your PII to the extent possible. Other than as required by laws that guarantee public access to certain types of information or in response to subpoenas or other legal instruments that authorize disclosure, PII is not disclosed without your consent.

INTERNAL OFFICE INFORMATION ONLY:
 CMAX #: _____
 Date Entered: _____
 HC Initials: _____

