



CLIENT INTAKE FORM (Mi Casa/ Welcome Home El Paso/ My First TX Home)

Down Payment and Closing Cost Assistance Programs

El Paso Housing Finance Corporation

Phone: (915) 228-9336

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www.ElPasoHFC.org

APPLICANT CONTACT INFORMATION

Full Legal Name: _____

Address (Current): _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Preferred Contact: ☐ Call ☐ Text ☐ Email

CURRENT HOUSING STATUS

You currently live in:

☐ Renting - Monthly Rent: \$ _____ ☐ Living with Family

☐ Current Homeowner ☐ Other: _____

EMPLOYMENT & HOUSEHOLD INCOME

Employer Name: _____

Position/Title: _____

Length of Employment: _____ Years / _____ Months

Approximate Annual Household Income (before taxes): \$ _____

Is there a Co-Borrower? ☐ Yes ☐ No ☐ Maybe, if needed

Co-Borrower Annual Income: \$ _____ Length of Employment for Co-Borrower _____ Years / _____ Months

CREDIT & LOAN HISTORY (Minimum score: Welcome Home EP & My First TX Home = 620; Mi Casa = 640)

Do you know your credit score?

☐ Yes (Approximate Score: _____) ☐ No — I would like help checking my credit (We will contact you before referring out for soft credit check)

Have you applied for a mortgage within the last 6 months? ☐ Yes ☐ No

Have you owned a home in last 3 years? ☐ Yes ☐ No

PROGRAM INTEREST

Are you currently working with:

Realtor Name: _____

Lender Name: _____ Builder Name: _____

Desired Timeline to Buy: ☐ Immediately (0-3 months) ☐ Soon (3-6 months) ☐ Just researching

CONSENT & ACKNOWLEDGEMENT

I understand this information will be used to pre-screen eligibility for the Down payment & Closing Cost Assistance programs administered by the El Paso Housing Finance Corporation. Final mortgage approval will be determined by an approved participating Lender.

Applicant Signature: _____ Date: _____