

Hill Development Corporation of New Haven

Homeownership Programs

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Enrollment Instructions

Please follow the below instructions in order to enroll in the HDC Homeownership Programs.

1. Complete all the HDC Forms included in the HDC Homeownership Program Enrollment Packet. Sign your name and record the date where applicable. Be sure to provide HDC with all the items listed on the HDC Client Enrollment Checklist.
2. Complete the HDC Credit Release/Registration Form. Do not leave anything blank-please write N/A for non-applicable if the question or category does not apply to you. Sign your name and record the date.
3. Record your driver's license number and the state that it is issued from. If you do not have a driver's license, we will accept a State of Connecticut identification card in lieu of a driver's license, Residential Alien Card or a USA passport. No other form of identification will be accepted.
4. You must present your social security card prior to HDC releasing your personal credit report to you. Please contact the Social Security Department as soon as possible. Alternatively, you may sign the HDC Authorization for the Social Security Administration to Release Social Security Number Verification.
5. By circling on the HDC Household Size and Area Median Income ("AMI") Guidelines please indicate where your household size and income falls in the appropriate sections i. e. 50% AMI, 60% AMI, 80% AMI and 100% AMI.
6. As indicated on the Credit Release/Registration Form you must choose how you will provide HDC with a copy of your personal credit report. If you choose to provide HDC with your own copy of your personal credit report it must be from, and/or include information from, the three major credit repositories i.e. Experian, Trans Union and Equifax and it must be no more than thirty (30) days old. For details as to how to obtain your personal credit report from the three major credit repositories, please see the Credit Repositories List. You should note that it could take as long as four weeks if you order your personal credit report by mail.
7. If you choose to have HDC pull your personal credit report you must submit a personal money order made payable to "Hill Development Corporation of New Haven" or "HDC" with your HDC Homeownership Program Enrollment Packet. The fee for an individual personal credit report is \$35.00 and the fee for a joint personal credit report is \$60.00.

The Three Major Credit Repositories:

Experian

National Consumer Relations Centers

P.O. Box 749029

Dallas TX 75374-9029

1-800-682-7654

Copy of Credit Report (Fee)

www.experian.com

Equifax

Office of Consumer Affairs

P. O. Box 740241

Atlanta, GA 30374

1-800-685-1111

Copy of Credit Report (Fee)

www.equifax.com

Trans Union

Consumer Relations Center

P. O. Box 7000

North Olmsted, OH 44070-7000

1-800-916-8800

Copy of Credit Report (Fee)

www.transunion.com

Please see the below information to obtain a free copy of your personal credit report:

Annual Credit Report Request Service

P.O. Box 105281

Atlanta, GA 30348-5281

1-877-322-8228

www.annualcreditreport.com

Name

Address Apt. #

City State Zip Code

Date

Credit Repository

Address

City State Zip Code

To Whom It May Concern:

Please send me /us a copy of my credit file. I/We have provided below the required personal information to process my/our request. Please find enclosed a check for the processing fee.

First Name MI Last Name Suffix Social Security #

Address Apt. # City State Zip Code

Date of Birth Telephone # Current Employer

Spouse's First Name MI Last Name Suffix

My previous addresses for the last 5 years:

Address Apt. # City State Zip Code

Client Signature

Client Signature