



"Building Successful Families and Communities through Housing Opportunities."

Neighborhood Housing Services of San Antonio | Ph. 210-533-6673 | nhsofsa.org

CLASS INTAKE FORM

Instructions: To confirm your class enrollment, please complete this intake form and make any necessary class fee payment of \$35.00. If you have a disability, language barrier, or require an alternative means of completing this intake please talk to NHSSA staff about arranging alternative accommodations.

NHSSA Staff Complete	Date
	Client #

Personal and Demographic Information

Name:		Date of Birth:	
Street Address:	City:	State:	Zip Code:
Home Ph:	Cell. Ph:	E-mail:	
Co-Applicant Name:			
Gender: ☐ Female ☐ Male ☐ Non-conforming / Other			
Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Widowed ☐ Divorced			
Disabled Status: ☐ Yes ☐ No Veteran Status: ☐ Yes ☐ No Active Military: ☐ Yes ☐ No			
Foreign Born: ☐ Yes ☐ No If yes, what country?			
Race: ☐ Alaskan Native ☐ Asian ☐ Black ☐ White ☐ Native Hawaiian/ Other Pacific Islander ☐ Multiple Races ☐ Other			
Ethnicity: ☐ Hispanic or Latino ☐ Non-Hispanic			
Education: ☐ Below High School ☐ High School Diploma or GED ☐ Bachelor's Degree ☐ Some College ☐ Junior or Vocational College ☐ Master's Degree or above			
Household Size:		Annual Household Income: \$	
How many dependents live in your household?		What are their ages?	
How many non-dependents live in your household?		What are their relationships to you?	
I was referred to NHSSA programs by: ☐ Lender ☐ Realtor ☐ Government Agency ☐ Internet ☐ Walk-In ☐ Friend/Family ☐ Advertisement ☐ Social Media ☐ Staff/ board member ☐ Other			

Housing Status

Do you meet the definition of a first-time homebuyer? A first-time homebuyer does not currently own a home and has not owned a home within the past 3 years. ☐ Yes ☐ No
Have you taken a Homebuyer Education Class? ☐ Yes ☐ No If yes, date of class:
Current Housing Arrangement: ☐ Renting ☐ Living with friend/ family (not paying) ☐ Homeowner w/ mortgage ☐ Homeowner with mortgage paid ☐ Homeless ☐ Other
If renting, do you receive a rental subsidy? ☐ Yes ☐ No If so, through which program?

Photo Release: Do you authorize NHSSA to use any photographs taken of you during our classes for promotional purposes?
☐ Yes ☐ No



NEIGHBORHOOD HOUSING SERVICES OF SAN ANTONIO, INC.

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DUAL AGENCY DISCLOSURE

NOTE: If you have an impairment, disability, language barrier, or otherwise require an alternative means of completing this form or accessing information about housing counseling, please talk to your housing counselor about arranging alternative accommodations.

Dual Agency

The following is a disclosure notice. This notice informs you of Neighborhood Housing Services of San Antonio's (NHS) various roles as a lender of money, a builder of homes, an owner of homes, and a homebuyer counselor. By signing this form, you are acknowledging that you have been made aware of NHS's different roles as a lender, builder, property owner, and housing counselor.

All homebuyers that receive financial assistance from NHS are required to receive homebuyer-counseling services from NHS. They are not, however, required to buy an NHS built home. NHS is a builder and owner of properties for sale to qualified homebuyers. While the NHS Housing Counselor will offer information to you about these homes, you are not obligated to purchase their properties in order to receive financial assistance from NHS.

Your Rights Under Dual Agency

As a non-profit affordable housing builder and owner of single-family residential houses, NHS builds houses for sale and owns other residential real property for sale. In this capacity, NHS's primary responsibility is to itself as the seller of real property.

It is the responsibility of a Housing Counselor of NHS to prepare you for home ownership. In this capacity, NHS's primary responsibility is to you. Therefore, it is important for you to know that you are not obligated to purchase a home owned by NHS as a condition of receiving counseling services from NHS. You are only obligated to receive counseling services from NHS if we lend you money to purchase a home. By making this disclosure, NHS wishes to obtain your informed consent to operate in a dual agency capacity.

It is the duty of the Housing Counselor to get you ready to buy a home, it is your choice to select the home that you want to buy. That home may be an existing home owned by anyone, a newly built home by NHS, an existing home owned by NHS, or a newly constructed home built by another builder. In addition, you have the choice of selecting a licensed real estate agent or broker who will represent only your interest in the transaction.

Because NHS of San Antonio receives federal funds that, are in turn, lent to you in the form of financial assistance toward home ownership, and because NHS is also a builder and owner of homes, NHS has a duty to inform you of the choices that you have in selecting a home.

Consent to Dual Agency

By signing below, you acknowledge that you have received and read this disclosure notice. Finally, by signing below, you consent to the dual agency.

Name 1

Signature

Date

Name 2

Signature

Date