



Client Intake Form

Last Name: _____ First Name: _____ MI _____

Gender: ☐ Male ☐ Female ☐ Other/Non-Conforming

Address _____ City _____ State _____ Zip _____

Telephone # _____ Email: _____

May UHDC contact you by: ☐ mail ☐ phone ☐ text ☐ email

Date of Birth: _____ Foreign Born: ☐ Yes ☐ No

English Proficient: ☐ Yes ☐ No: If no, what language are you proficient in? _____

Race: _____ *If Hispanic, circle the applicable origin below.*
Cuban – Mexican/Chicano – Latino – Puerto Rican – Other

Marital Status:

☐ Single (never married) ☐ Married ☐ Divorced ☐ Widowed

Household Type:

☐ Single Adult ☐ Female Single Parent ☐ Male Single Parent

☐ Two or More Unrelated Adults:

Other Adult(s) Name(s) _____

☐ Other (Specify) _____

Number of Minors in Household _____ Total Household Size (Including Applicant) _____

Housing Arrangement:

☐ Renter

☐ Does not pay rent

☐ Homeless

☐ Homeowner with mortgage

☐ Homeowner with no mortgage

☐ Other (Specify) _____

Do you or your household receive Housing Choice Voucher? ☐ Yes ☐ No

Have you owned a residence before? ☐ Yes ☐ No

Are you a first-generation homebuyer? ☐ Yes ☐ No ☐ Unknown

(Continue to page 2)

Disabled: ☐ Yes ☐ No

Disabled Dependent: ☐ Yes ☐ No

Military Veteran: ☐ Yes ☐ No

Active Military: ☐ Yes ☐ No

Education Level: ☐ College
☐ Junior College
☐ Vocational

☐ Graduate School
☐ Junior Highschool
☐ None

☐ High School/GED
☐ Primary
☐ Other

Household Monthly Income: \$ _____
(and/or)

Household Annual Income: \$ _____

How may we help? (May select multiple)

☐ Housing/Financial Education
☐ Mortgage Default/Delinquency
☐ Seeking Shelter/Homeless Services
☐ Disaster Preparedness/Recovery

☐ Home Purchase
☐ Rental Counseling/Assistance
☐ Homeowner Services (i.e., maintenance/repair)
☐ Other (specify): _____

How did you hear about us?

☐ Agency ☐ Lender ☐ Mailer ☐ Walk-in
☐ Word-of-Mouth ☐ Other (specify): _____

Client Signature

Date

OFFICE USE ONLY

Date Received _____ UHDC Counselor _____
Entered in Database | Date _____ Initials _____

Action Taken:

____ Referred to _____ (Program or Agency)
____ Scheduled Counseling
____ Scheduled for Workshop (Pre-purchase/Mortgage Ready/Post Purchase/FFP)



Universal Housing Development Corporation

301 East 3rd Street, Russellville, AR 72801 PH: 479-968-5001 FAX: 479-968-5002
P.O. Box 846, Russellville, AR 72811 Website: www.uhdchousing.org

Rental Assistance Self-Help Housing Housing Counseling
Southlawn Apartments Paris Rural Rental Apartments Home Rehabilitation

AUTHORIZATION TO RELEASE INFORMATION

I/WE _____ (BORROWER(S))
AUTHORIZE _____ (LENDER) TO RELEASE ANY INFORMATION PERTAINING TO
MY MORTGAGE _____ (LOAN NUMBER) TO _____
WITH **UNIVERSAL HOUSING DEVELOPMENT CORPORATION** FOR PURPOSES OF PRE-PURCHASE/NON-
DELINQUENCY POST-PURCHASE/DELINQUENCY/DEFAULT/FORECLOSURE/CREDIT COUNSELING FOR THE LIFE OF
THE LOAN.

Borrower Name: _____

Co-Borrower Name: _____

Borrower Social Security Number: _____ - _____ - _____

Co-Borrower Social Security Number: _____ - _____ - _____

Borrower Date of Birth: ____/____/____

Co-Borrower Date of Birth: ____/____/____

Current Street Address: _____

Current Street Address: _____

City/State/Zip Code: _____

City/State/Zip Code: _____

Telephone Number: _____

Telephone Number: _____

Borrower Signature: _____

Co-Borrower Signature: _____

Date: _____

Date: _____

Franklin County Section 8
300 Airport Road #A
P.O. Box 526
Ozark, AR 72949
PH: 479-667-4705
Fax: 479-667-4705

Yell County Section 8
507 N. 4th Street Suite E
P.O. Box 438
Dardanelle, AR 72834
PH: 479-229-5112
Fax: 479-229-5112

Pope County Section 8
301 E. 3rd Street
P.O. Box 846
Russellville, AR 72801
PH: 479-968-5001
Fax: 479-968-5002

Southlawn Apartments
1701 S. Detroit #51
Russellville, AR 72801
PH: 479-968-4902
Fax: 479-890-4385

Paris Rural Rental Apts.
1125 S. 3rd Street
P.O. Box 489
Paris, AR 72855
PH: 479-963-6166
Fax: 479-963-6166





Universal Housing Development Corporation

301 East 3rd Street, Russellville, AR 72801 PH: 479-968-5001 FAX: 479-968-5002
P.O. Box 846, Russellville, AR 72811 Website: www.uhdchousing.org

Privacy Policy

Universal Housing Development Corporation (UHDC) is committed to assuring the privacy of individuals and/or families who have contacted us for assistance. We realize that the concerns you bring to us are highly personal in nature. We assure you that all information shared both orally and in writing will be managed within legal and ethical considerations. Your "nonpublic personal information," such as your total debt information, income, living expenses and personal information concerning your financial circumstances, will be provided to creditors, program monitors, and others only with your authorization. We may also use anonymous accumulated case file information for the purposes of evaluating our services, gathering valuable research information and designing future programs.

Types of Information we gather about you:

- Information we receive from you orally, on applications or other forms, such as your name, address, Social Security number, assets and income;
- Information about your transactions with us, the Department of Housing and Urban Development (HUD), USDA Rural Development, lenders/creditors, etc.; and
- Information we receive from a credit reporting agency, such as your credit history.

You may opt out of certain disclosures:

1. You have the opportunity to "opt-out" of disclosures of your non-public personal information to third parties (such as your creditors), that is, direct us not to make those disclosures. *Opt-out option does not apply to the Department of Housing and Urban Development (HUD) and their reviews of files.
2. If you choose to "opt-out" we will not be able to answer questions from your creditors. If at any time you wish to change your decision with regard to your "opt-out," you may call us at 479-968-5001 and do so. It will be noted in your file.
3. Please indicate at the bottom of this form if you choose to "opt-out" of disclosures of your nonpublic personal information to third parties.

Release of your information to third parties:

So long as you have not opted-out, we may disclose some or all of the information that we collect, as described above, to your creditors or third parties where we have determined that it would be helpful to you, or would aid us in counseling you.

We may also disclose any nonpublic personal information about you or former customers to anyone as permitted by law (e.g. if we are compelled to by legal process) or as a requirement of grant awards which make our services possible.

Within the organization, we restrict access to nonpublic personal information about you to those employees who need to know that information to provide services to you. We maintain physical, electronic and procedural safeguards that comply with federal and state regulations to guard your nonpublic personal information.

I/we have received a copy of and read the Privacy Policy of UHDC. I/we understand that by signing my/our name(s), I/we state that I/we have reviewed the policy in its entirety and understand the terms set forth in this policy.

Client Signature

Date

Co-Client Signature

Date

Franklin County Section 8
300 Airport Road #A
P.O. Box 526
Ozark, AR 72949
PH: 479-667-4705
Fax: 479-667-4705

Yell County Section 8
507 N. 4th Street Suite E
P.O. Box 438
Dardanelle, AR 72834
PH: 479-229-5112
Fax: 479-229-5112

Pope County Section 8
301 E. 3rd Street
P.O. Box 846
Russellville, AR 72801
PH: 479-968-5001
Fax: 479-968-5002

Southlawn Apartments
1701 S. Detroit #51
Russellville, AR 72801
PH: 479-968-4902
Fax: 479-890-4385

Paris Rural Rental Apts.
1125 S. 3rd Street
P.O. Box 489
Paris, AR 72855
PH: 479-963-6166
Fax: 479-963-6166





Universal Housing Development Corporation

301 East 3rd Street, Russellville, AR 72801 PH: 479-968-5001 FAX: 479-968-5002
P.O. Box 846, Russellville, AR 72811 Website: www.uhdhousing.org

Privacy Policy

Universal Housing Development Corporation (UHDC) is committed to assuring the privacy of individuals and/or families who have contacted us for assistance. We realize that the concerns you bring to us are highly personal in nature. We assure you that all information shared both orally and in writing will be managed within legal and ethical considerations. Your "nonpublic personal information," such as your total debt information, income, living expenses and personal information concerning your financial circumstances, will be provided to creditors, program monitors, and others only with your authorization. We may also use anonymous accumulated case file information for the purposes of evaluating our services, gathering valuable research information and designing future programs.

Types of Information we gather about you:

- Information we receive from you orally, on applications or other forms, such as your name, address, Social Security number, assets and income;
- Information about your transactions with us, the Department of Housing and Urban Development (HUD), USDA Rural Development, lenders/creditors, etc.; and
- Information we receive from a credit reporting agency, such as your credit history.

You may opt out of certain disclosures:

1. You have the opportunity to "opt-out" of disclosures of your non-public personal information to third parties (such as your creditors), that is, direct us not to make those disclosures. *Opt-out option does not apply to the Department of Housing and Urban Development (HUD) and their reviews of files.
2. If you choose to "opt-out" we will not be able to answer questions from your creditors. If at any time you wish to change your decision with regard to your "opt-out," you may call us at 479-968-5001 and do so. It will be noted in your file.
3. Please indicate at the bottom of this form if you choose to "opt-out" of disclosures of your nonpublic personal information to third parties.

Release of your information to third parties:

So long as you have not opted-out, we may disclose some or all of the information that we collect, as described above, to your creditors or third parties where we have determined that it would be helpful to you, or would aid us in counseling you.

We may also disclose any nonpublic personal information about you or former customers to anyone as permitted by law (e.g. if we are compelled to by legal process) or as a requirement of grant awards which make our services possible.

Within the organization, we restrict access to nonpublic personal information about you to those employees who need to know that information to provide services to you. We maintain physical, electronic and procedural safeguards that comply with federal and state regulations to guard your nonpublic personal information.

Franklin County Section 8
300 Airport Road #A
P.O. Box 526
Ozark, AR 72949
PH: 479-667-4705
Fax: 479-667-4705

Yell County Section 8
507 N. 4th Street Suite E
P.O. Box 438
Dardanelle, AR 72834
PH: 479-229-5112
Fax: 479-229-5112

Pope County Section 8
301 E. 3rd Street
P.O. Box 846
Russellville, AR 72801
PH: 479-968-5001
Fax: 479-968-5002

Southlawn Apartments
1701 S. Detroit #51
Russellville, AR 72801
PH: 479-968-4902
Fax: 479-890-4385

Paris Rural Rental Apts.
1125 S. 3rd Street
P.O. Box 489
Paris, AR 72855
PH: 479-963-6166
Fax: 479-963-6166





Universal Housing Development Corporation

301 East 3rd Street, Russellville, AR 72801 PH: 479-968-5001 FAX: 479-968-5002
P.O. Box 846, Russellville, AR 72811 Website: www.uhdchousing.org

Disclosure to client for HUD Housing Counseling Services

Services offered:

Our agency provides the following HUD one-on-one housing counseling services: homeless assistance; rental topics; pre-purchase/homebuying; non-delinquency post-purchase; home maintenance and financial management for homeowners; and resolving or preventing mortgage delinquency or default counseling.

Our agency also provides the following services and group education workshops: financial literacy; predatory lending, loan scam, or other fraud prevention; fair housing; homelessness prevention; rental; pre-purchase/homebuyer education; non-delinquency post-purchase; and resolving or preventing delinquency.

Relationships with Industry Partners:

Our agency has financial or exclusive relationships, or both, with specific industry partners, including Department of Housing and Urban Development (HUD), Neighborworks America, Federal Home Loan Bank, and/or U.S. Department of Agriculture – Rural Housing Service.

No Client Obligation

There is no obligation to receive, purchase, or use any product or service offered by this agency or any services of its industry partners or other party in exchange for your receiving HUD housing counseling services.

Alternatives

As a condition of our services, and in alignment with meeting our counseling goals, and in compliance with HUD's housing Counseling Program requirements, we may provide information on alternative services, programs, and products available to you, if applicable and known by our staff.

Financial Analysis

Every housing counseling session requires a financial and housing affordability analysis of the client's financial situation. This includes but is not limited to:

1. The establishment of a household budget customized to a client's current situation including any adjustments the client should make to achieve their housing goals;
2. A review of the client's income, expenses, spending history, assets and use of credit; and
3. The financial analysis and budget should include as much full and accurate information as can be provided.

I/We have read and received a copy of this disclosure.

Client Signature

Date

Co-Client Signature

Date

Franklin County Section 8
300 Airport Road #A
P.O. Box 526
Ozark, AR 72949
PH: 479-667-4705
Fax: 479-667-4705

Yell County Section 8
507 N. 4th Street Suite E
P.O. Box 438
Dardanelle, AR 72834
PH: 479-229-5112
Fax: 479-229-5112

Pope County Section 8
301 E. 3rd Street
P.O. Box 846
Russellville, AR 72801
PH: 479-968-5001
Fax: 479-968-5002

Southlawn Apartments
1701 S. Detroit #51
Russellville, AR 72801
PH: 479-968-4902
Fax: 479-890-4385

Paris Rural Rental Apts.
1125 S. 3rd Street
P.O. Box 489
Paris, AR 72855
PH: 479-963-6166
Fax: 479-963-6166





Universal Housing Development Corporation

301 East 3rd Street, Russellville, AR 72801 PH: 479-968-5001 FAX: 479-968-5002
P.O. Box 846, Russellville, AR 72811 Website: www.uhdhousing.org

Disclosure to client for HUD Housing Counseling Services

Services offered:

Our agency provides the following HUD one-on-one housing counseling services: homeless assistance; rental topics; pre-purchase/homebuying; non-delinquency post-purchase; home maintenance and financial management for homeowners; and resolving or preventing mortgage delinquency or default counseling.

Our agency also provides the following services and group education workshops: financial literacy; predatory lending, loan scam, or other fraud prevention; fair housing; homelessness prevention; rental; pre-purchase/homebuyer education; non-delinquency post-purchase; and resolving or preventing delinquency.

Relationships with Industry Partners:

Our agency has financial or exclusive relationships, or both, with specific industry partners, including Department of Housing and Urban Development (HUD), Neighborworks America, Federal Home Loan Bank, and/or U.S. Department of Agriculture – Rural Housing Service.

No Client Obligation

There is no obligation to receive, purchase, or use any product or service offered by this agency or any services of its industry partners or other party in exchange for your receiving HUD housing counseling services.

Alternatives

As a condition of our services, and in alignment with meeting our counseling goals, and in compliance with HUD's housing Counseling Program requirements, we may provide information on alternative services, programs, and products available to you, if applicable and known by our staff.

Financial Analysis

Every housing counseling session requires a financial and housing affordability analysis of the client's financial situation. This includes but is not limited to:

1. The establishment of a household budget customized to a client's current situation including any adjustments the client should make to achieve their housing goals;
2. A review of the client's income, expenses, spending history, assets and use of credit; and
3. The financial analysis and budget should include as much full and accurate information as can be provided.

Franklin County Section 8
300 Airport Road #A
P.O. Box 526
Ozark, AR 72949
PH: 479-667-4705
Fax: 479-667-4705

Yell County Section 8
507 N. 4th Street Suite E
P.O. Box 438
Dardanelle, AR 72834
PH: 479-229-5112
Fax: 479-229-5112

Pope County Section 8
301 E. 3rd Street
P.O. Box 846
Russellville, AR 72801
PH: 479-968-5001
Fax: 479-968-5002

Southlawn Apartments
1701 S. Detroit #51
Russellville, AR 72801
PH: 479-968-4902
Fax: 479-890-4385

Paris Rural Rental Apts.
1125 S. 3rd Street
P.O. Box 489
Paris, AR 72855
PH: 479-963-6166
Fax: 479-963-6166





Universal Housing Development Corporation

301 East 3rd Street, Russellville, AR 72801 PH: 479-968-5001 FAX: 479-968-5002
P.O. Box 846, Russellville, AR 72811 Website: www.uhdhousing.org

Rental Assistance Self-Help Housing Housing Counseling
Southlawn Apartments Paris Rural Rental Apartments Home Rehabilitation

Credit Release Form

By my signature below I/we authorize Universal Housing Development Corporation to obtain a soft credit report for me/us. This authorization is valid for purposes of verifying information and counseling, or any other lawful purpose covered under the Fair Credit Reporting Act (FCRA). Credit scores are not impacted by soft credit checks, unlike hard inquiries (they may or may not be recording in your credit reports depending on the credit bureau). Since soft inquiries are not connected to a specific application for new credit, they're not visible to creditors.

Applicant Name: _____

Applicant Social Security Number: _____ - _____ - _____

Applicant Date of Birth: ____/____/____

Current Street Address: _____

City/State/Zip Code: _____

Telephone Number: _____

Co-Applicant Name: _____

Co-Applicant Social Security Number: _____ - _____ - _____

Co-Applicant Date of Birth: ____/____/____

Current Street Address: _____

City/State/Zip Code: _____

Telephone Number: _____

Applicant Signature: _____

Date: _____

Co-Applicant Signature: _____

Date: _____

I would like a copy of my report via (choose one or more):

- ☐ In Person
- ☐ Passcode-encrypted email to: _____
- ☐ Mail to: _____

Franklin County Section 8
300 Airport Road #A
P.O. Box 526
Ozark, AR 72949
PH: 479-667-4705
Fax: 479-667-4705

Yell County Section 8
507 N. 4th Street Suite E
P.O. Box 438
Dardanelle, AR 72834
PH: 479-229-5112
Fax: 479-229-5112

Pope County Section 8
301 E. 3rd Street
P.O. Box 846
Russellville, AR 72801
PH: 479-968-5001
Fax: 479-968-5002

Southlawn Apartments
1701 S. Detroit #51
Russellville, AR 72801
PH: 479-968-4902
Fax: 479-890-4385

Paris Rural Rental Apts.
1125 S. 3rd Street
P.O. Box 489
Paris, AR 72855
PH: 479-963-6166
Fax: 479-963-6166



FINANCIAL & HOUSING AFFORDABILITY ANALYSIS WORKSHEET

Per agency regulations, every housing counseling session requires a financial and housing affordability analysis to help the client achieve their housing goals. The counselor must ensure that their counseling process is appropriate for the circumstances and consistent with HUD requirements. Establishing a budget is a part of conducting the required financial and housing affordability analysis for most types of housing counseling. **Please complete to the best of your ability.**

NAME _____

DATE _____

Income	Amount
Job #1	
Job #2	
Unemployment	
Child Support	
Pension/Retirement	
Disability Income	
Public Assistance (example: SNAP/EBT)	
Other:	
TOTAL INCOME	↓
TOTAL EXPENSES (subtract)	—
LEFT OVER	=

ASSETS

Checking Acct(s) Total Balance	
Savings Acct(s) Total Balance	
Cash/Other	

Expenses	Amount
FIXED EXPENSES	
Current Rent	
Car Payment	
Auto Insurance	
Health Insurance	
Student Loans	
Personal Loans	
Other: _____	
VARIABLE EXPENSES	
Heat/ Gas	
Electric	
Cable	
Water	
Internet	
Phone	
Child Care/Child Support	
Credit Card Payment #1	
Credit Card Payment #2	
Credit Card Payment #3	
Gasoline	
Groceries	
Eating out	
Doctor Visits	
Prescriptions	
Laundry/Dry Cleaning	
Barber/Beauty Shop	
Personal Expenses	
Other	
TOTAL EXPENSES	