**INSTRUCTIONS FOR COMPLETING APPLICATION FOR HOUSING**

1) **It is important that you fully complete the application form.** In all, you should

include the completed seven-page application form, the signed Rabun County Sheriff’s Office consent form (One for each applicant and co-applicant. Fill out the top part of the form, and sign it in front of a notary public. **Do not get the report on your own**.), and the signed and dated family selection partnership guidelines. Additionally, the application packet includes **three** personal reference forms which you should give to people in the community who know you, and ask them to return the forms to Habitat at the address below.

2) Any questions regarding the forms may be addressed by leaving your name and phone number with the Family Selection Chairs at 706-212-2318 or 706—982-9314 or by emailing [nicole.griffin@harrynorman.com](mailto:nicole.griffin@harrynorman.com) or rsbacker93@gmail.com

3) In order to be considered for selection, the completed application packet must be submitted by mail and **must be postmarked on or before Friday, October 4, 2019**. Mail fully completed packets to Habitat for Humanity of Rabun County, ATTN: Family Selection Chairs, P.O. Box 1394, Clayton, Georgia 30525.

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**CHECKLIST FOR SUBMITTING APPLICATION PACKET**

1. ( ) Signed and dated Habitat for Humanity Family Selection Partnership Guideline.
2. ( ) Fully completed seven page application for housing.
3. ( ) Signed and notarized consent forms from the Rabun County Sheriff’s Office (a separate form must be submitted for any co-applicant). Habitat for Humanity authorized individuals will take the completed form to the Sheriff’s Office to be submitted. **Applicant is not to take the form to the Sheriff’s Office.**
4. ( ) Signed and completed Credit Report Form (This will be used to obtain your credit report).
5. ( ) Provide personal reference sheet to **three** (3) different people within the community who know you (try to get people who are not related to you).
6. ( ) Completed package postmarked by October 04, 2019 and mailed to Habitat for Humanity of Rabun County, ATTN: Family Selection Chairs, P.O. Box 1394, Clayton, Georgia 30525.