



Client Authorization Form

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 NeighborWorks® Green Bay about arranging alternative accommodations.*

I/We verify that the information on this application is true and complete to the best of my knowledge and belief. I consent to the release of such information to qualify for NeighborWorks® Green Bay Program(s). I understand that providing false information or providing false statements may be grounds for denial of my application. I agree to provide verification of all income and assets as required by NeighborWorks® Green Bay. I further authorize disclosure of all information that will verify my income and assets. Furthermore, I agree to complete the assigned budget worksheet.

NeighborWorks® Green Bay is committed to assuring the privacy of individuals and/or families who have contacted us for assistance. We assure you that all information shared both orally and in writing will be managed within legal and ethical considerations. We may use aggregated case file information for the purpose of evaluating our services, gathering valuable research information, and designing future programs.

I/We authorize the release of information requested by NeighborWorks® Green Bay to verify our eligibility for assistance and/ or any other services offered by NeighborWorks® Green Bay. This information may include inquiries about credit history, rental history, employment, income, pensions, assets, federal, state, or local benefits, family composition, social security, residence history, etc.

I/We further grant permission to NeighborWorks® Green Bay to contact social services, financial institutions, landlords, employers, credit bureaus, courts, realtors, and other sources of information to facilitate our participation in services or programs available through NeighborWorks® Green Bay.

I/We further authorize the sharing of information, including but not limited to such documents as the Offer to Purchase, Loan Application, Loan Estimate, Closing Disclosure, Third-Party Home Inspection and Appraisal, Verification of Human Services, Verification of Disability, with social service agencies, financial institutions, real estate professionals, courts and attorneys, U.S. Department of Housing and Urban Development (HUD), NeighborWorks America, and other agencies as listed in this application.

I/We am/are aware that a home inspection completed by a certified home inspector may be required and will be reviewed by NeighborWorks® Green Bay to receive funds for purchase assistance programs. Defective and/or non-compliant code areas noted in the inspection must be addressed.

We understand that NeighborWorks® Green Bay may charge fees for its programs as follows:

Homebuyer Education

In-Person Homebuyer Education	\$50
Virtual Homebuyer Education	\$50
eHome America Online Homebuyer Education	\$99
Framework Online Homebuyer Education	\$99

*Registration fees are non-refundable, and certificates are non-transferrable

Purchase Assistance Loan Programs

NeighborWorks® Loan Fund (NLF)	\$600
Housing Cost Reduction Initiative (HCRI)	\$0
HOME	\$500

Employer Assisted Homeownership Program (EAHP)	\$300
NeighborWorks® Green Bay EAHP	\$600
Federal Home Loan Bank of Chicago Down Payment Plus (DPP)*	\$500

*For the 2025 round of DPP, our homebuyer education and counseling meet the National Industry Standards grant requirement. The fee is an “all-in” cost of \$500 to the buyer. We net the cost of the class from \$500 depending upon the education cost incurred by the buyer.

*All loans require applicable recording fee of \$30

*Combined loans, if allowed, will reflect the higher fee

*Loan program fees are in addition to homebuyer education costs

Certificate of Completion

Certificate Only	\$100
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*If a certificate of completion for NeighborWorks® Green Bay HUD certified homebuyer education and/or counseling is required for a loan product offered through their first mortgage provider or other program other than the purchase assistance loan programs listed above, there will be a \$100 fee due at the time of closing.

Loan Document Preparation

Mortgage Subordination Preparation	\$125
Mortgage or Grant Satisfaction Preparation	\$0

*Subordination and Satisfaction preparation require additional filing fees of \$30

Other Program Fees

HECM /Reverse Mortgage Counseling	\$175
Foreclosure Prevention Counseling	\$0

NeighborWorks® Green Bay reserves the right to change the fees listed above at any time.

I/We agree that photocopies of this authorization may be used for the purposes stated above. I/We acknowledge that I/we received, reviewed, and agree to NeighborWorks® Green Bay’s Client Authorization Form.

Applicant Signature

Date

Co-Applicant Signature

Date