

# ADU Pre-Application Packet

Pre-applications will not be reviewed if the required documents are not received.

## REQUIRED DOCUMENTATION

- **Proof of Income:** Provide copies of the three most recent, consecutive pay stubs for everyone over 18 who is employed, including on-call or temporary/informal work. If self-employed, provide all pages of the last 2 years' tax returns. If receiving benefits, provide a copy of the benefit statement.
- **Photo ID:** Provide copies of each applicant's photo ID.
- **Permanent Residency:** All applicants must show proof of legal residency and at least one applicant must be a permanent resident. Provide a copy of the permanent resident card, US birth certificate, certificate of naturalization, or US passport.
- **We do not make copies.**

**Questions?** Call us at 831-469-4663x14 or [familyservices@habitatmontereybay.org](mailto:familyservices@habitatmontereybay.org)

**Ready to turn in your packet?** Make sure you have copies of all requested documentation and a completed pre-application packet. Please email your completed packet to [familyservices@habitatmontereybay.org](mailto:familyservices@habitatmontereybay.org)

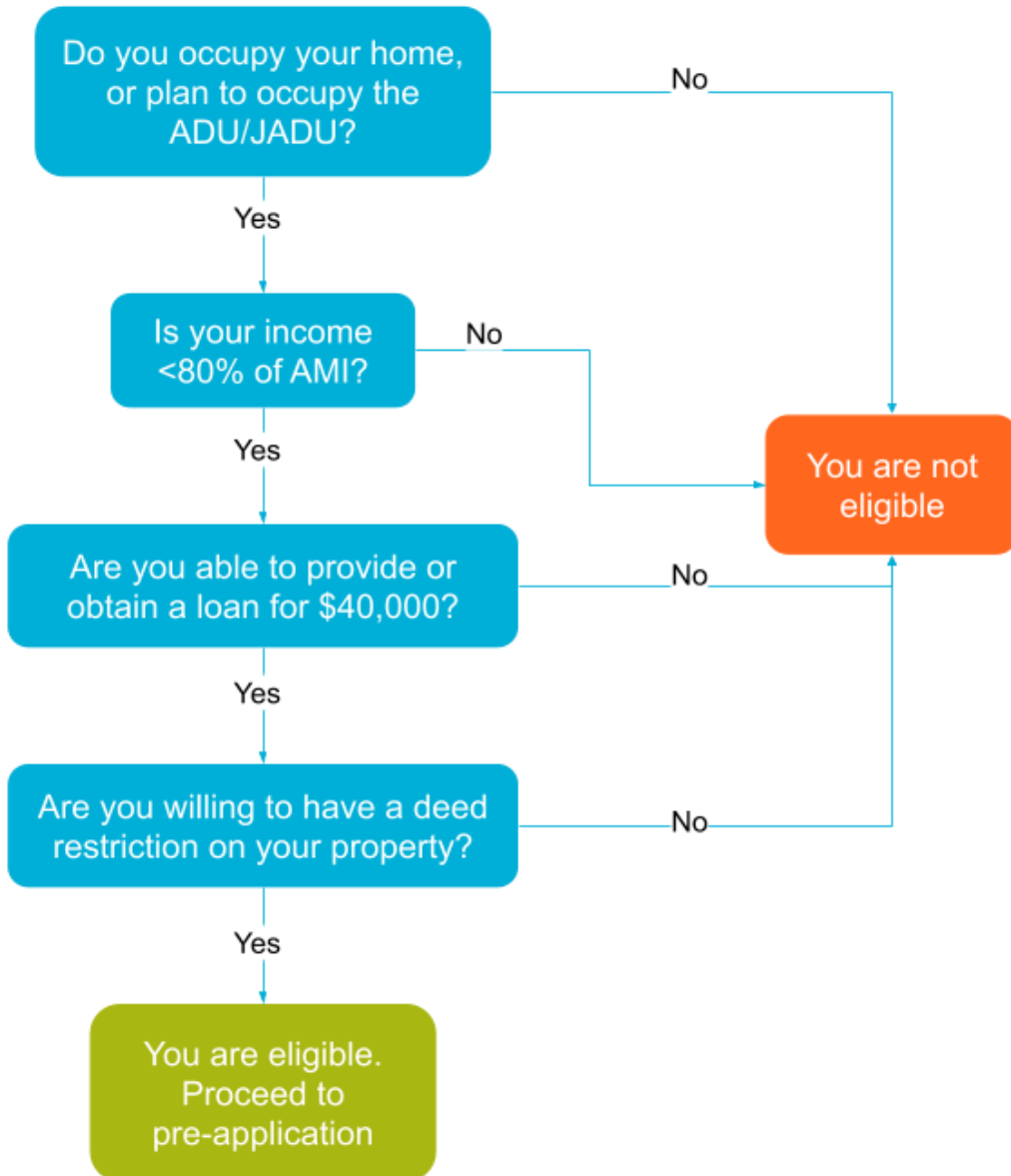


Habitat for Humanity Monterey Bay provides equal housing opportunities for all, and ensures fair and equal access to its programs and services regardless of race, color, religion, gender, gender identification, national origin, religion, familial or marital status, disability, ancestry, sexual orientation, source of income, or other characteristics protected by law. Equal Access Opportunity.

# ADU Application

For interested homeowner applicants

Please complete the flowchart below to determine if you are eligible for a Habitat ADU project on your property.



### 2022 Santa Cruz County Area Median Income (AMI)

Household Size	50% AMI (minimum)	80% AMI (maximum)
1	\$54,450	\$87,120
2	\$62,200	\$99,520
3	\$70,000	\$112,300
4	\$77,750	\$124,750
5	\$84,000	\$134,750
6	\$90,200	\$144,750

### 2022 Monterey County Area Median Income (AMI)

Household Size	50% AMI (minimum)	80% AMI (maximum)
1	\$39,800	\$63,700
2	\$45,500	\$72,800
3	\$51,200	\$81,900
4	\$56,850	\$91,000
5	\$61,400	\$98,300
6	\$65,950	\$105,600

## Other things to consider before completing the application:

- If your property has an HOA, make sure there are no restrictions for ADUs/JADUs
- If your home is on septic, make sure there is enough capacity for an ADU/JADU
- Do you currently own your home?
- Is the title held under the name of one of the applicants?
- What is the approximate size of your home? What is the approximate size of the lot?
- Are you willing to rent the ADU to a low-income individual/family, not related to you?

### APPLICANT INFORMATION (TITLEHOLDER)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Married \_\_\_(to co-applicant\_\_\_)    Single \_\_\_    Divorced\_\_\_    Separated \_\_\_

Present Address: \_\_\_\_\_  
Street City, State Zip

Mailing Address: \_\_\_\_\_  
Street City, State Zip

Birthdate (mm/dd/yyyy): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Preferred Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Is the applicant employed or receive income of any kind?    Yes \_\_\_ No \_\_\_

### CO-APPLICANT INFORMATION (TITLEHOLDER)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Married \_\_\_(to co-applicant\_\_\_)    Single \_\_\_    Divorced\_\_\_    Separated \_\_\_

Present Address: \_\_\_\_\_  
Street City, State Zip

Mailing Address: \_\_\_\_\_  
Street City, State Zip

Birthdate (mm/dd/yyyy): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Preferred Phone # \_\_\_\_\_ Email: \_\_\_\_\_

Is the applicant employed or receive income of any kind?    Yes \_\_\_ No \_\_\_

### ADDITIONAL HOUSEHOLD MEMBERS

Name	Birthdate	Age	Sex	Social Security #	Relationship	Has Income?	Currently living with you?
						___Yes ___No	___Yes ___No
						___Yes ___No	___Yes ___No
						___Yes ___No	___Yes ___No
						___Yes ___No	___Yes ___No

## HOUSEHOLD EMPLOYMENT INFORMATION

<p><b>Applicant</b></p> <p>First Name: _____</p> <p>Last Name: _____</p>	<p><input type="checkbox"/> Self-Employed</p> <p>Employer: _____</p> <p>Address: _____</p> <p>_____</p> <p>PH # : _____ Employed (mm/dd/yyyy): _____</p>
<p><b>Co-Applicant</b></p> <p>First Name: _____</p> <p>Last Name: _____</p>	<p><input type="checkbox"/> Self-Employed</p> <p>Employer: _____</p> <p>Address: _____</p> <p>_____</p> <p>PH # : _____ Employed (mm/dd/yyyy): _____</p>
<p><b>Additional Household Member</b></p> <p>First Name: _____</p> <p>Last Name: _____</p>	<p><input type="checkbox"/> Self-Employed</p> <p>Employer: _____</p> <p>Address: _____</p> <p>_____</p> <p>PH # : _____ Employed (mm/dd/yyyy): _____</p>
<p><b>Additional Household Member</b></p> <p>First Name: _____</p> <p>Last Name: _____</p>	<p><input type="checkbox"/> Self-Employed</p> <p>Employer: _____</p> <p>Address: _____</p> <p>_____</p> <p>PH # : _____ Employed (mm/dd/yyyy): _____</p>

Monthly Income	Applicant	Co-Applicant	Additional Household Member	Additional Household Member
<b>Gross Monthly Income</b>	\$	\$	\$	\$
<b>CalWORKS/CashAid</b>	\$	\$	\$	\$
<b>Pension/Social Security</b>	\$	\$	\$	\$
<b>VA Benefits</b>	\$	\$	\$	\$
<b>Supplemental Social Security Income (SSI)</b>	\$	\$	\$	\$
<b>Disability (SSD)</b>	\$	\$	\$	\$
<b>Alimony</b>	\$	\$	\$	\$
<b>Child Support</b>	\$	\$	\$	\$
<b>Other (specify)</b>	\$	\$	\$	\$
<b>Total Income</b>	\$	\$	\$	\$

Additional Information: \_\_\_\_\_

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