



Applicant Intake Form

Applicant Name

1) Full Name: _____ Date: _____
First Middle / Surname / Maiden Last

Contact Information

2) Residency Status: U.S. Citizen Resident Non-Resident

3) Primary Address Type: Apartment Home Homeless Hotel/Motel Mobile Home
 Retirement Facility Shelter

4) Occupancy Status: Guest Occupant Homeless Own Rent Subsidized

5) Address: _____
Street Address Apartment/Unit #

City County State Zip Code

6) Do you live in a rural area? Yes No (Rural: located outside of cities and the center of towns)

7) Contact Info: _____
Mobile Phone Personal Email Address

Demographic Information

8) Birthdate: (mm/dd/yyyy) ____/____/____

9) Gender: Male Female Other

10) Ethnicity: Hispanic or Latino Not Hispanic or Latino Unknown

11) Race: African American American Indian Asian Pacific Islander White
 Other Race Multi-Race

12) Primary Language: English Spanish English & Spanish Other _____

13) Relationship Status: Married (Living with Spouse) Married (Not Living with Spouse)
 Not Married (Living Together) Separated Divorced Widow(er) Single

14) Education Status: Last Grade Completed: _____ Received High School Diploma or GED: Yes No
 Vocational Some College (No Degree) Bachelor's Degree Master's Degree PhD Degree

15) Employment Status: Full Time Part Time Contractor Homemaker Retired
 Fixed Income Unemployed

16) Household Annual Income: \$ _____

17) US Military Service: Currently Serving Disabled Veteran Veteran None

18) Criminal Background: Yes No

19) Have you received assistance from Catholic Charities in the past? Yes No

If yes, please explain _____



CLIENT RIGHTS & RESPONSIBILITIES ACKNOWLEDGMENT FORM

Our organization's policy includes the belief that all individuals who seek services from Catholic Charities of Dallas have certain rights that will be protected in all policies and procedures. We reserve the right to determine who we believe we can serve appropriately, within the limits of our mission, capacities, and resources.

You have the right:

1. To a copy of the client rights and responsibilities explained to you as part of the intake or admission process, and to have it explained in a language that you understand;
2. To be treated with respect, dignity and professionalism and receive services free from physical, mental or sexual abuse;
3. To receive service based on need and eligibility and not be denied services based on race, color, gender, gender identity, sexual orientation, national origin, age, marital status, religion or disability;*
4. To receive services by a qualified program employee that includes an individualized, written service plan, if appropriate, which is reviewed periodically, updated as necessary, and signed by you and the employee;
5. To be informed of the service procedures, anticipated length of service period, and scope of service.
6. To review a written fee schedule, if applicable, to receive an explanation of your bill for service upon request regardless of source of payment and consequences of nonpayment;
7. To not be deprived of any rights, privileges or benefits which are guaranteed to individuals by the state or federal constitution;
8. To make a complaint, grievance or suggest changes in service program policies and procedures to an employee, supervisor, director or the Texas Health and Human Services Commission 1-877- 787-8999 or the Texas Department of State Health Services 1-888-963-7111;
9. To be informed of your case termination and any further requirements related to the successful termination of your case;
10. To request in writing to review, copy and/or receive a summary of your records in the service program office in the presence of the caseworker or employee assigned to your case; A review may be denied or limited where confidentiality could be compromise, or in accordance with applicable law(s).
11. To comment on the accuracy of the record and to insert your own statements; an employee may comment or respond to your statements during review, if applicable.
12. To have your records secured against unauthorized access; to have any release of information protected by Catholic Charities of Dallas according to all applicable laws and regulations;
13. To know that any release of identifiable information will be with your written consent (except when you are a danger to yourself or society); Such consent will include: the specific information to be given, the time period in which this information remains in effect, to whom the information is to be given, and for what purpose it is to be given
14. To receive an explanation of any proposed experiment or research procedures and to refuse participation in the experiment or research without jeopardizing your continuing services; and
15. To protect your right to privacy in all public relations activities on behalf of Catholic Charities of Dallas.
16. To receive services that afford safety, privacy and a smoke free environment.

Your responsibilities are:

1. To attend and fully participate in services involving your service plan;
2. To provide accurate and necessary information to Catholic Charities of Dallas and to report all changes of circumstances that affect your case or eligibility;
3. To treat the caseworker or other persons who serve you with respect; physical threats or verbal abuse is not tolerated; and,
4. To make payment(s) for service as outlined in the fee schedule, if appropriate, in a timely manner.

By my signature, I acknowledge that I have read and understand my rights and responsibilities.

Client Name (print): _____

Date: _____

Client Signature: _____

Date: _____

Case Worker/Employee Signature _____

Date: _____

Interpreter, if applicable: _____

Date: _____



Program Disclosure- Financial Stability & Career Services

About Us and Program Purpose: Catholic Charities Dallas (CCD) is a nonprofit, HUD approved comprehensive housing counseling agency. We provide free education workshops and a full spectrum of housing counseling including pre-purchase, foreclosure prevention, non-delinquency post-purchase, and rental counseling. We serve all clients regardless of income, race, color, religion/creed, sex, national origin, age, family status, disability, or sexual orientation/gender identity. We administer our programs in conformity with local, state, and federal anti-discrimination laws, including the federal Fair Housing Act (42 USC 3600, et seq.). **As a housing counseling program participant, please affirm your roles and responsibilities along with the following disclosures and initial, sign, and date the form on the following page.**

Counselor's Roles and Responsibilities	Client's Roles and Responsibilities
<ul style="list-style-type: none"> ✓ Reviewing your housing goal and your finances; which include your income, debts, assets, and credit history. ✓ Preparing a Client Action Plan that lists the steps that you and your counselor will take to achieve your housing goal. ✓ Preparing a household budget that will help you manage your debt, expenses, and savings. ✓ Your counselor is not responsible for achieving your housing goal, but will provide guidance and education in support of your goal. ✓ Neither your counselor nor CCD employees, agents, or directors may provide legal advice. 	<ul style="list-style-type: none"> ✓ Completing the steps assigned to you in your Client Action Plan. ✓ Providing accurate information about your income, debts, expenses, credit, and employment. ✓ Attending meetings, returning calls, providing requested paperwork in a timely manner. ✓ Notifying CCD or your counselor when changing housing goal. ✓ Attending educational workshop(s) (i.e. pre-purchase counseling workshop) as recommended. ✓ Retaining an attorney if seeking legal advice and/or representation in matters such as foreclosure or bankruptcy protection.
<p>Termination of Services: Failure to work cooperatively with your housing counselor and/or CCD with result in the discontinuation of counseling services. This includes, but is not limited to, missing three consecutive appointments.</p>	

__/__/____ Initials

Agency Conduct: No CCD employee, officer, director, contractor, volunteer, or agent shall undertake any action that might result in, or create the appearance of, administering counseling operations for personal or private gain, provide preferential treatment for any person or organization, or engage in conduct that will compromise our agency's compliance with federal regulations and our commitment to serving the best interests of our clients.

Agency Relationships: CCD has financial affiliation with HUD, NeighborWorks America, the City of Dallas, and banks including IBERIABANK, Wells Fargo, BB&T, and JP Morgan Chase. As a housing counseling program participant, you are not obligated to use the products and services of CCD or our industry partners.

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Ten Important Questions to Ask Your Home Inspector

1. What does your inspection cover?

The inspector should ensure that their inspection and inspection report will meet all applicable requirements in your state if applicable and will comply with a well-recognized standard of practice and code of ethics. You should be able to request and see a copy of these items ahead of time and ask any questions you may have. If there are any areas you want to make sure are inspected, be sure to identify them upfront.

2. How long have you been practicing in the home inspection profession and how many inspections have you completed?

The inspector should be able to provide his or her history in the profession and perhaps even a few names as referrals. Newer inspectors can be very qualified, and many work with a partner or have access to more experienced inspectors to assist them in the inspection.

3. Are you specifically experienced in residential inspection?

Related experience in construction or engineering is helpful, but is no substitute for training and experience in the unique discipline of home inspection. If the inspection is for a commercial property, then this should be asked about as well.

4. Do you offer to do repairs or improvements based on the inspection?

Some inspector associations and state regulations allow the inspector to perform repair work on problems uncovered in the inspection. Other associations and regulations strictly forbid this as a conflict of interest.

5. How long will the inspection take?

The average on-site inspection time for a single inspector is two to three hours for a typical single-family house; anything significantly less may not be enough time to perform a thorough inspection. Additional

inspectors may be brought in for very large properties and buildings.

6. How much will it cost?

Costs vary dramatically, depending on the region, size and age of the house, scope of services and other factors. A typical range might be \$300-\$500, but consider the value of the home inspection in terms of the investment being made. Cost does not necessarily reflect quality. HUD Does not regulate home inspection fees.

7. What type of inspection report do you provide and how long will it take to receive the report?

Ask to see samples and determine whether or not you can understand the inspector's reporting style and if the time parameters fulfill your needs. Most inspectors provide their full report within 24 hours of the inspection.

8. Will I be able to attend the inspection?

This is a valuable educational opportunity, and an inspector's refusal to allow this should raise a red flag. Never pass up this opportunity to see your prospective home through the eyes of an expert.

9. Do you maintain membership in a professional home inspector association?

There are many state and national associations for home inspectors. Request to see their membership ID, and perform whatever due diligence you deem appropriate.

10. Do you participate in continuing education programs to keep your expertise up to date?

One can never know it all, and the inspector's commitment to continuing education is a good measure of his or her professionalism and service to the consumer. This is especially important in cases where the home is much older or includes unique elements requiring additional or updated training.

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U.S. Department of
Housing and Urban
Development
Federal Housing Administration (FHA)



OMB Approval No: 2502-0538 (exp. 04/30/2018)

For Your Protection: Get a Home Inspection

Why a Buyer Needs a Home Inspection

A home inspection gives the buyer more detailed information about the overall condition of the home prior to purchase. In a home inspection, a qualified inspector takes an in-depth, unbiased look at your potential new home to:

Evaluate the physical condition: structure, construction, and mechanical systems; Identify items that need to be repaired or replaced; and Estimate the remaining useful life of the major systems, equipment, structure, and finishes.

You Must Ask for a Home Inspection

A home inspection will only occur if you arrange for one. FHA does not perform a home inspection.

Decide early. You may be able to make your contract contingent on the results of the inspection.

Appraisals are Different from Home Inspections

An appraisal is different from a home inspection and does not replace a home inspection. Appraisals estimate the value of the property for lenders. An appraisal is required to ensure the property is marketable. Home inspections evaluate the condition of the home for buyers.

FHA Does Not Guarantee the Value or Condition of your Potential New Home

If you find problems with your new home after closing, FHA cannot give or lend you money for repairs, and FHA cannot buy the home back from you. Ask a qualified home inspector to inspect your potential new home and give you the information you need to make a wise decision.

Radon Gas Testing and other safety/health issues

The United States Environmental Protection Agency and the Surgeon General of the United States have recommended that all houses should be tested for radon. For more information on radon testing, call the toll-free National Radon Information Line at 1-800-SOS-Radon or 1-800-767-7236.

Ask your home inspector about additional health and safety tests that may be relevant for your home.

Be an Informed Buyer

It is your responsibility to be an informed buyer. You have the right to carefully examine your potential new home with a qualified home inspector. To find a qualified home inspector ask for references from friends, realtors, local licensing authorities and organizations that qualify and test home inspectors.



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