

2025 Workforce Housing Plus+ Intake Certification



These instructions are being provided to assist with the accurate completion of the Intake Certification. **PLEASE READ THOROUGHLY AND CAREFULLY.**

Any changes to household income must be communicated to the Bank as soon as it is discovered so that a second review of household income can be completed to confirm income eligibility.

SECTION I: APPLICANT/HOUSEHOLD MEMBER(S) INFORMATION

- List the name of the applicant that is requesting Workforce Housing Plus+ Program funds
- List the name(s) of all household members, including children who will occupy the residence at closing. Children away at college should also be included as household members. If you are aware of any imminent change in household makeup, please make the necessary updates to the document.

SECTION II: HOUSEHOLD INCOME INFORMATION

- List the name of the applicant that is requesting Workforce Housing Plus+ Program funds followed by all household members, age 18 and over. This includes but is not limited to wages, self-employment or contractor sources (**e.g. side jobs, Uber, LYFT, Mary Kay, Social Media Influencer, Online Sales or E-Commerce, etc.**), child support, alimony, part-time or seasonal income, SSI for adults and for minor children, merit increases, income for dependent college or university students, unemployment earnings, etc. Supplemental documentation is required for all other income not documented by paystubs (i.e. court documents, asset statements, etc.) [Specific documentation can be found on FHLBank Atlanta's website.](#)
- Household members age 18 and over that do not have income must complete a Zero Income Certification, or signed statement indicating the non-existence of income.

SECTION III: ZERO INCOME CERTIFICATION

- Household members age 18 and over that do not have income must complete the Zero Income Certification certifying to the non-existence of income.

SECTION IV: ASSET INFORMATION

- This section must be completed by the homebuyer(s) certifying to the total amount of assets that are equal to \$50,000 or more, not including retirement funds.

SECTION V: PROPERTY INFORMATION

- Complete this section for property-type information and whether any portion of the property being purchased will be rented to other occupants.

SECTION VI: HOMEBUYER CERTIFICATION

- This section must be initialed and signed by the applicant(s) making application for Workforce Housing Plus+ funds. Applicant must physically initial where indicated (this can be accomplished via electronic signature or wet signature).

SECTION VII: NON-OCCUPANT (CO-BORROWER AND/OR CO-OWNER) CERTIFICATION

- This section must be initialed and signed by the non-occupant co-borrower or co-owner on the first mortgage, if applicable. If any monthly assistance is being provided to the household, the amount of that assistance must be disclosed where indicated. The certification must be physically initialed and signed.

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Note: Providing incorrect and/or false information could result in the application being rejected



FOR ASSISTANCE WITH COMPLETING THIS DOCUMENT, PLEASE SEE INSTRUCTION PAGE)

SECTION I: APPLICANT/HOUSEHOLD MEMBER(S) INFORMATION

- List all persons who will occupy the residence at closing. Include children of all ages, including students away at college.

Household Member #	Name (First and Last)	Borrower Type	Relationship to Borrower	18 and Over?	Full-time Student?	First-time Homebuyer?
1		Applicant	Self	Yes		
2						
3						
4						
5						
6						
7						
8						
Enter Total						

SECTION II: APPLICANT/HOUSEHOLD INCOME INFORMATION

- List all current sources of household income for household members age 18 and over. This includes but is not limited to wages, self-employment or contractor sources (e.g. side jobs, Uber, LYFT, Mary Kay, Social Media Influencer, Online Sales or E-Commerce, etc.), child support, alimony, part-time or seasonal income, SSI for adults and for minor children, merit increases, income for dependent college or university students, unemployment earnings, etc.

Household Member	Income Source (e.g. VOE, paystubs, etc)	Amount	Verified Employment Start Date	Average Hours Weekly

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SECTION III: ZERO INCOME CERTIFICATION

I _____, _____, _____ certify that I
(Print Name) (Print Name) (Print Name)

do not receive income and there is no imminent change expected to my income or employment status on or before closing. I hereby certify that all information contained herein is true and correct. I understand that the failure to supply accurate information to FHLBank Atlanta or its member financial institution will result in the rejection or denial of the WHP+ application.

WARNING: I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 18, United States Code, Section 1001, et. seq.

Household Member Signature _____ Date _____

Household Member Signature _____ Date _____

Household Member Signature _____ Date _____

***SECTION IV: ASSET INFORMATION THIS SECTION MUST BE COMPLETED BY THE HOMEBUYER(S)

I/We _____, _____ certify that my/our assets and/or state income derived from assets are equal to or greater than \$50,000 and total \$ _____. I /We earn \$ _____ in monthly interest from my/our account(s). I /We further certify that I/We do not receive other income from assets and there is no imminent change expected to my income or employment status on or before closing.

SECTION V: PROPERTY INFORMATION

1 Unit 2-4 Units

Will any of the units be used for rental purposes? If Yes, rental lease information/rental income must be included in the Household Income section, and applicable documentation provided to the lender.

Yes No

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SECTION VI: HOMEBUYER CERTIFICATION

- Initials ____ / ____ 1. I/We hereby certify that all income information contained herein for household members age 18 and over, is true and correct. I/We understand that the failure to supply accurate information to FHLBank Atlanta or it's member financial institution will result in the rejection or denial of the Workforce Housing Plus+ application.
- Initials ____ / ____ 2. I/We must complete, prior to funding, the required counseling program provided by the Bank's prescribed debt management and default prevention program provider.
- Initials ____ / ____ 3. The property does not include any rental income other than as may be disclosed above.
- Initials ____ / ____ 4. I/We intend to occupy the property as my/our primary residence.
- Initials ____ / ____ 5. I/We certify that there is no imminent change expected to my/our household income or the number of household members at the time of closing.
- Initials ____ / ____ 6. All information contained herein, including but not limited to the number of household members and income for household members age 18 and over, is true and correct.

WARNING: I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 18, United States Code, Section 1001, et. seq.

Homebuyer/Homeowner Print Name	Homebuyer/Homeowner Signature	Date
Homebuyer/Homeowner Print Name	Homebuyer/Homeowner Signature	Date

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SECTION VII: NON-OCCUPANT (CO-BORROWER AND/OR CO-OWNER) CERTIFICATION (IF APPLICABLE)

- Initials ____ / ____ 1. I / We are non-occupying co-borrower(s) of the subject property and attest that I /we have another primary residence.
- Initials ____ / ____ 2. I / We are the non-occupying co-borrower(s) of the Promissory Note associated with the first mortgage loan that is being made to the above homebuyer(s)
- Initials ____ / ____ 3. I / We certify that my/our contribution each month will be \$_____ to assist the homebuyer(s) in making regular monthly loan payments, or any other assistance.

WARNING: I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 18, United States Code, Section 1001, et seq.

Non-occupant Co-Borrower/Relation to Borrower (Print Name)	Signature	Date
Non-occupant Co-Borrower/Relation to Borrower (Print Name)	Signature	Date