



## **CLIENT INFORMATION FORM**

Black Hills Community Loan Fund would like to learn how we and others we partner with can best suit your needs. To assist us in this process, please complete our customer information form.

The information you provide will remain confidential. We will not release your individual information to any other party, individual, or government agency without your prior written consent and approval.

A summary of the collective data about our clients will be used to report to our funding sources and the public about the impact of our services on the people and communities we serve. Information will also be used to help our staff provide better services and to track and evaluate the impact of these services.

### **GENERAL INFORMATION**

**Please print your responses.**

**Date you completed this form:** \_\_\_\_\_ **Social Sec. No.:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip Code:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Are you a veteran?** \_\_\_\_ no \_\_\_\_ yes **Branch** \_\_\_\_\_

**Tribal Membership (if applicable):** - Enrollment # \_\_\_\_\_

(Please identify Tribe) \_\_\_\_\_

**Have you ever received services in the past from Black Hills Community Loan Fund?** \_\_\_\_ Yes \_\_\_\_ No

If yes, what year did you receive services? \_\_\_\_\_

**What is the highest level of education you've completed?**

\_\_\_\_ Primary School                      \_\_\_\_ Some High School, not completed                      \_\_\_\_ Graduated College (4 year)  
\_\_\_\_ High School Diploma or GED                      \_\_\_\_ Some College, not completed                      \_\_\_\_ Attended Graduate School

**EMERGENCY CONTACT INFORMATION**

**Who is a relative or friend who would know how to contact you, even if you move?**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

**HOUSEHOLD INFORMATION**

*“Household” includes: 1.) your financial dependents—for example, your dependent children, 2.) anyone you depend on financially—for example, your parents, or 3.) anyone you are financially interdependent with—for example, your spouse or partner. Your “household” may or may not be the same as the people you live with.*

**How many adults (18 yrs and older) currently live in your household?** \_\_\_\_\_

**How many children (under 18 yrs) currently live in your household?** \_\_\_\_\_

**What is your marital status?** \_\_\_ Single \_\_\_ Married \_\_\_ Divorce \_\_\_ Separated

**INCOME INFORMATION**

**Do you have a checking account?** \_\_\_ Yes \_\_\_ No      **Do you have a savings account?** \_\_\_ Yes \_\_\_ No

**What is your typical gross (before taxes) monthly household income (all household members)?** \$ \_\_\_\_\_

**What is your gross (before taxes) annual household income (all household members)?** \$ \_\_\_\_\_

**Which of the following sources provide income for members of your household?**

- \_\_\_ Employed by Private Corporation      \_\_\_ Child Support or Alimony
- \_\_\_ Employed by Government Agency      \_\_\_ Pensions or Retirement
- \_\_\_ Self-Employed      \_\_\_ Government Assistance (*TANF, Food Stamps, SSI, Social Security, Voc. Rehab, Unemployment, Veterans’ Benefits*)
- \_\_\_ Other (please specify) \_\_\_\_\_

**EMPLOYMENT INFORMATION**

**What is your personal primary employment status (*choose one*)?**

- \_\_\_ Employed full-time (*for yourself or others*)      \_\_\_ Employed part-time (*for yourself or others*)
- \_\_\_ Employed more than full-time (*overtime or more than one job, for yourself or others*)
- \_\_\_ Unemployed, currently seeking employment      \_\_\_ Working, plus attending school or job training
- \_\_\_ Homemaker, not seeking employment      \_\_\_ Laid off, waiting to be called back
- \_\_\_ Disabled, not seeking employment      \_\_\_ Retired, not seeking employment

**Current Employer:** \_\_\_\_\_ **Your Job Title:** \_\_\_\_\_

**Employer Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_ **Zip Code:** \_\_\_\_\_

**How long have you worked for this employer?** \_\_\_\_\_

**NEED FOR LOAN PRODUCTS AND FINANCIAL LITERACY SERVICES**

**Are you interested in improving your money management skills?**  Yes  No

If yes, what types of areas would you like assistance with?

Budgeting  Getting Credit  Credit Counseling  Reducing Debt

Banking  Improving Credit  Saving Money  Understanding Your Credit Report

Other (please describe): \_\_\_\_\_

**Do you own your own home?**  Yes  No

If yes, for how long? \_\_\_\_\_

Do you rent ?  Yes  No Length of time at current residence \_\_\_\_\_

If so, please list your landlord's name and phone number. \_\_\_\_\_

Previous Landlord's name and phone number and length of time \_\_\_\_\_

**Are you interested in owning your own home**  Yes  No

Have you been turned down for a Home Loan before?  Yes  No

**Which of these areas would you like assistance with?**

Financial Literacy (Understanding your credit and saving money)

Individual Credit Coaching

Homebuyer Education

Tax Assistance

A Credit Builder Loan

Home Loan Products

Other \_\_\_\_\_

**GENDER, ETHNICITY, AND RACE INFORMATION**

The following information is requested by the federal government in order to monitor compliance with federal laws prohibiting discrimination against applicants or recipients on the basis of ethnicity, race and gender. You are not required to furnish this information but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish the information, Black Hills Community Loan Fund is required to note the ethnicity, race, and gender of individual applications based on visual observation or surname.

I do not wish to furnish gender, ethnicity, and race information. Your Initials: \_\_\_\_\_

I will furnish the information: *(Please complete section below)*

**Gender:**  Female  Male

**Ethnicity:**  Hispanic  Non Hispanic

**Race:**  Native American  Caucasian  African American

Pacific Islander  Asian  Other *(please specify)* \_\_\_\_\_

**ADDITIONAL INFORMATION REQUIRED FOR LOAN APPLICANTS**

A credit report and additional documents are required from all loan applicants. If you anticipate that one of the services you may request is a loan, be prepared to provide the Black Hills Community Loan Fund with the documents identified below. Not all documents may apply to your situation.

- Credit Builder plan
- Federal tax return (most recent calendar year)
- Reference letter
- Financial Literacy Training Completion Certificate
- Copy of Drivers License or ID
- Copy of Tribal enrollment card
- Personal Budget
- Homebuyer Education Completion Certificate

**Client CERTIFICATION AND APPROVAL FOR CREDIT REPORT**

My signature below certifies that all information provided on this application is accurate and complete to the best of my knowledge. My signature also gives Black Hills Community Loan Fund my permission to pull my credit report.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

***For Office Use Only***

Date Client Intake Form Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Intake Form Reviewed By: \_\_\_\_\_

Date Client Met with Staff \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Staff Who Met with Client \_\_\_\_\_

Client Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date Paper File Established \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date Data Entered in TEA \_\_\_\_ / \_\_\_\_ / \_\_\_\_