



Open Hearts Place

## Equipping families for success!

**Do you want to get back on your feet financially?  
Do you want to be able to buy your own home?**

Open Hearts Place will provide intermediate housing for up to 3 years and assist you and your family to overcome current barriers that inhibit your financial, emotional and social stability.

### **You may apply for the OHP program if you:**

- are the parent/guardian of at least one minor child.
- are interested in owning your own home in three years.
- are employed fulltime in a reliable job.
- are able to meet the income requirements.

**Application Process is a 4 step process. Applicants will be notified by phone and/or text to proceed to the next step.**

- **Step 1:** complete application. Return July 1 – September 1, 2023 with \$25 fee.  
Address: Open Hearts Place (at St. Matthews UMC, 201 Shady Rest Road, Morganton, NC 28655 or drop off at the church (enter double glass doors)  
Monday – Thursday 10-5:00 or Friday 10-2:00.
- **Step 2:** submit a copy of your credit report (obtain from Equifax, Experian, freecreditreport.com or etc) and agree to and sign our “Willingness to Partner Agreement”.
- **Step 3:** have an in home visit with your family and two of our volunteers.
- **Step 4:** final interview with Open Hearts Place.

**The mission of Open Hearts Place is to provide homes supported by programming in partnership with the community to promote family self-sufficiency.**

**The vision of Open Hearts Place is to break the cycle of poverty by creating wealth, home ownership, and strengthening families and communities.**

## Who can apply?

\*Applicants must be at least eighteen (18) years of age or older. All persons 18 years or older who will be living in the home must complete an application.

\*Applicants must be low or very low income according to US Department of HUD of North Carolina (Hickory-Lenoir-Morganton, MC MSA: Income \$27,000-\$62,550 depending on numbers of family members.

\*Applicants must have minor children in the home. If there is a child who will turn 18 years of age while living in an OHP home, that child must also complete an application.

\* Applicants must have at least one full-time working adult in the home.

\*Applicants must live and/or work in Burke County

### **Application Requirements**

\*Application is valid for one (1) year

\* A non-refundable application fee of \$25 must be paid before the approval process can begin.

\*All required parts of the application must be stapled together and submitted at one time.

### Expectations of Applicants

\*Applicants must provide two (2) written rental references, including most recent landlord, and two (2) written personal references

\*Applicants must be willing to work with the Programming Team to become financially independent.

\* Applicants must be able and willing to pay (on time) an affordable amount of monthly programming fee (capped at no more than 30% of household income)

\* Each applicant's credit report will be reviewed by OHP.

\*Applicants must provide a basic background check from the County Clerk of the Court. This will be attached to the initial application form.

\*Applicants (18 years or older) will provide a current picture ID attached to the application form.

### Housing Rules

\*Smoking/vaping are not allowed in the home at any time

\*No pets are allowed on the property or in the homes

\*MAXIMUM OCCUPANCY STANDARDS - 3 bedroom-homes have a maximum occupancy of six (6) persons

# Open Hearts Place Application - Step 1

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Applicant's Name		Date of Birth		Social Security #	Driver's License #
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Current Address	City	State	Zip Code	Email Address	Phone Number
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How long have you been at this address? \_\_\_\_\_

Provide 2 rental references: 1) \_\_\_\_\_

Name	Phone Number	Email Address
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2) \_\_\_\_\_

Name	Phone Number	Email Address
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Provide 2 personal references: 1) \_\_\_\_\_

Name	Phone Number	Email Address
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2) \_\_\_\_\_

Name	Phone Number	Email Address
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Current Place of Employment and number of years at this job.	Highest Level of Education
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Prior Place of Employment and number of years at this job.

List everyone that will be living in the home, age and sex:

_____ age ( ) sex (M or F)	_____ age ( ) sex (M or F)
_____ age ( ) sex (M or F)	_____ age ( ) sex (M or F)
_____ age ( ) sex (M or F)	_____ age ( ) sex (M or F)

Have you ever had criminal charges? \_\_\_\_\_ If yes, what were the charges? \_\_\_\_\_

Have you ever had convictions? \_\_\_\_\_ If yes, what were the convictions? \_\_\_\_\_

Have you ever claimed bankruptcy? \_\_\_\_\_ If yes, what year? \_\_\_\_\_

**Attach a copy of a valid driver's license or photo ID.**

**Attach a copy of your basic background check from the County Clerk of Court.**

**Attach 2 written rental references.**

**Attach 2 written personal references**

List all monthly income - source and amount (include social security, disability, food stamps, child support and etc):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Monthly Income Amount \$ \_\_\_\_\_

### APPLICANT CERTIFICATION

I, \_\_\_\_\_, certify that the information provided in this application is true and correct to the best of my knowledge as of the date set forth below. I acknowledge that OHP shall rely on the information contained herein and I authorize OHP to verify all information provided, included but not limited to a credit check and background check. If accepted, I agree to participate fully in the OHP Program and my Personal Development Plan for as long as I reside in the home.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

***Return completed application along with \$25 application fee (must be cashier's check or money order/application will not be processed without the \$25 fee) to:***

***Open Hearts Place  
201 Shady Rest Road  
Morganton, NC 28655***

***You may also drop off your application and fee at this location (enter double glass doors in the two story building) Monday – Thursday 10-5 or Friday 10-2.***

**Questions: [openheartsplace@gmail.com](mailto:openheartsplace@gmail.com)**

**Below is for Open Hearts Place us only**

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- Received: \_\_\_\_\_ Application
- \_\_\_\_\_ Valid Driver's License or Photo ID
- \_\_\_\_\_ Basic Background Check
- \_\_\_\_\_ \$25 Application Fee (Cashier's Check or Money Order
- \_\_\_\_\_ 2) Written Rental References
- \_\_\_\_\_ 2) Written Personal References