

Steps to complete the pre-application and submit it online:

Open the Pre-Application

Community Action Center (CAC)
Pre-Qualification Application: SELF-HELP PROGRAM

For office use only:
Date Received: _____

We will use Academy Mortgage to provide your USDA 502 loan unless you specify another lender on the application.
What location are you interested in? Palouse Uniontown/Colton (waiting list)

It is very important that you answer all of the questions to the best of your ability; we cannot process an incomplete application. Homes are sold on a 1st come, 1st served basis. Don't forget to sign the application!

How did you hear about our program? Radio station _____ Newspaper _____ Flyer at _____
 Friend Other: _____

Applicant: _____
Name (please print) Social Security # Birthdate
Marital Status: Married Unmarried Separated Yrs School/Education: _____

Co-Applicant: _____
Name (please print) Social Security # Birthdate
Marital Status: Married Unmarried Separated Yrs School/Education: _____

List all household members and their age (example Susie, 10 yrs old): _____

Complete the Pre-Application. It is very important that you answer all of the questions to the best of your ability. We cannot process an incomplete application. Homes are sold on a first come, first served basis.

Make sure to sign the pre-application. Below are instructions to **electronically sign** your pre-application and **submit it by email**.

1. Click on: PLACE SIGNATURE

Click here to place signature

Click on "Drag New Signature Rectangle. . ."

To begin signing, choose the 'Drag New Signature Rectangle' button, and then drag out the area where you would like your signature to appear. Once you finish dragging out the desired area, you will be taken to the next step of the signing process.

Do not show this message again

Drag New Signature Rectangle Cancel

4. Complete the form. Minimum information required is Name & Email address.

ment of his/her financial condition on the date stated. Making a false or knowingly
Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): First Last

Organizational Unit:

Organization Name:

Email Address: sandym@cacwhitman.com

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

5. Complete this section: File name/location, password

ment of his/her financial condition on the date stated. Making a false or knowingly
Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

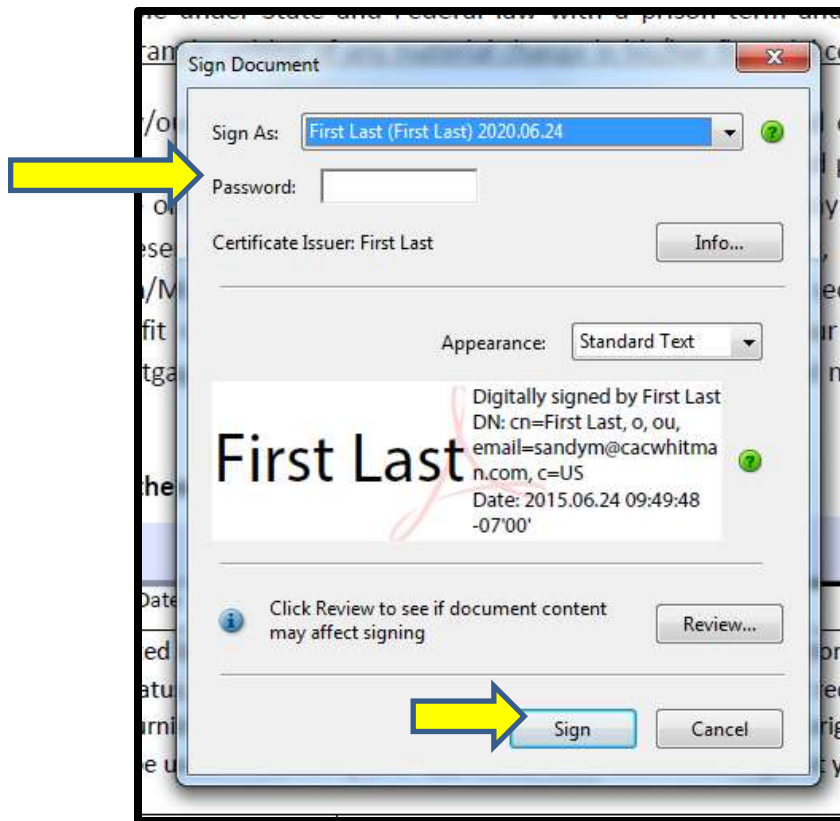
File Name: C:\Users\sandym\AppData\Roaming\Adobe\Acrobat\11.0\Security\... Browse...

Password: Not Rated

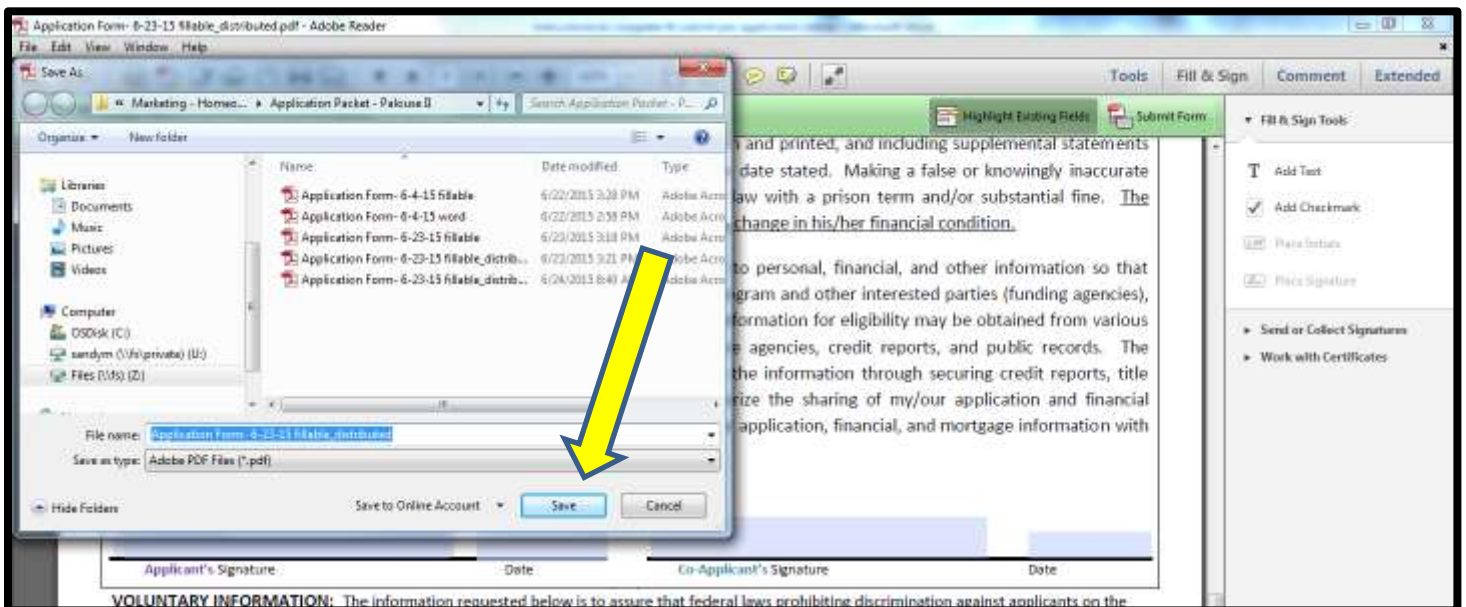
Confirm Password:

Cancel < Back Finish

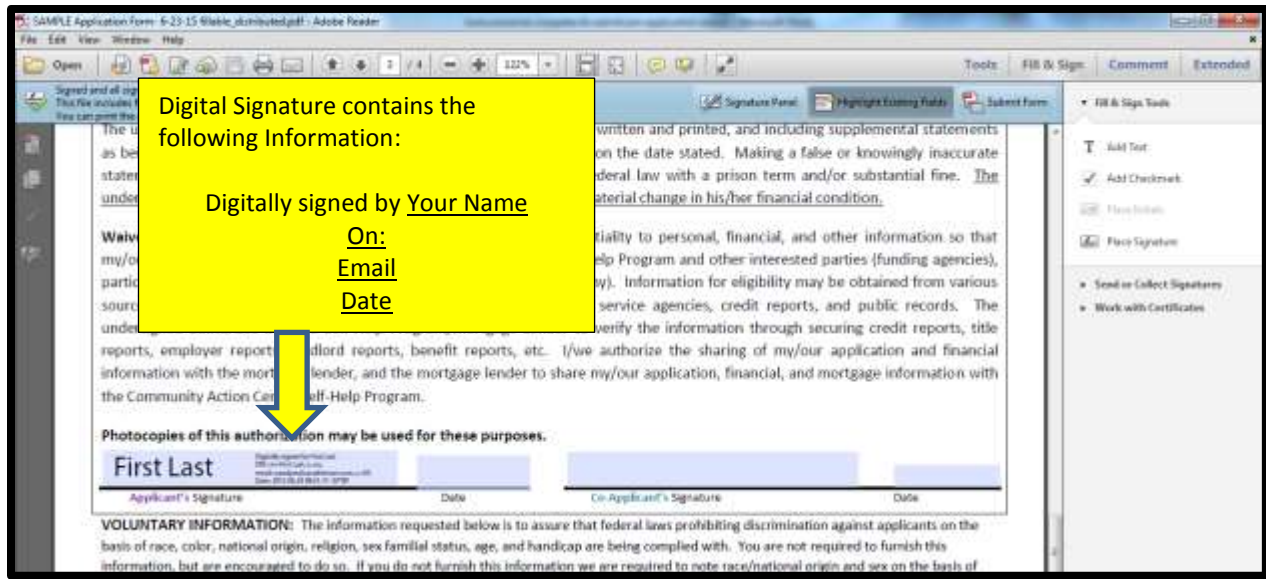
6. Type in your password



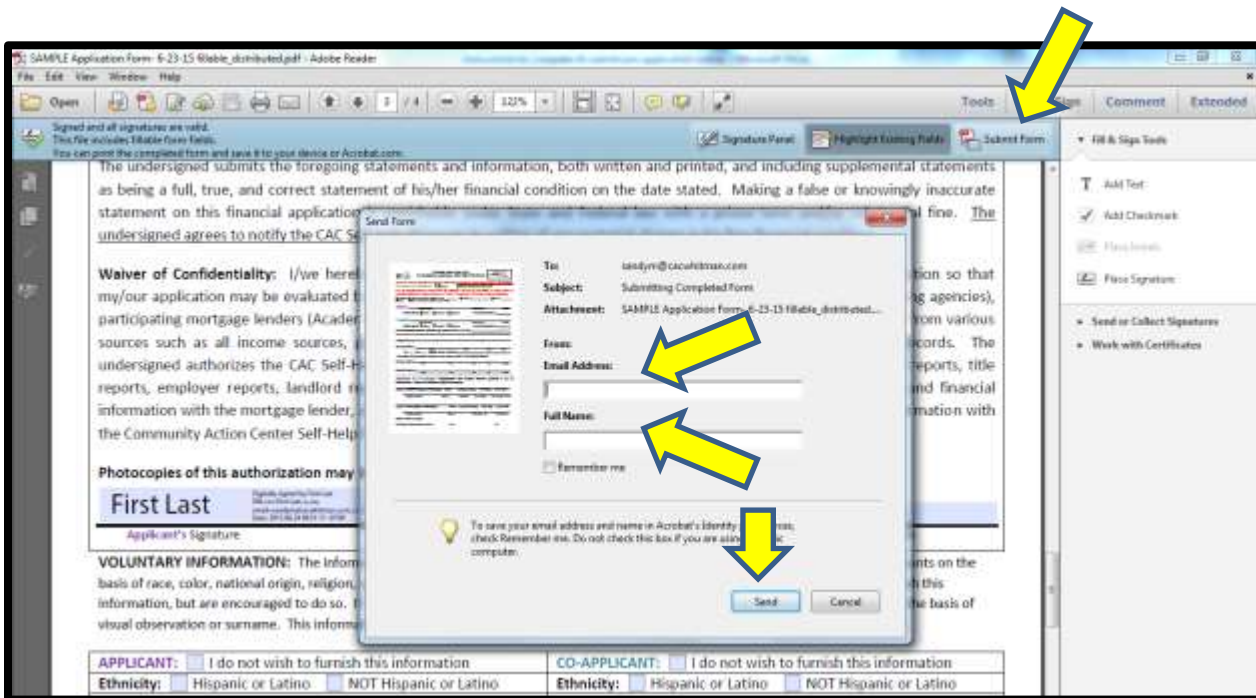
7. **Name and save your pre-application on your computer.** Note: The email you send to CAC will show what you named your preapplication on the subject line of the email. So you may want the file name to be your name.



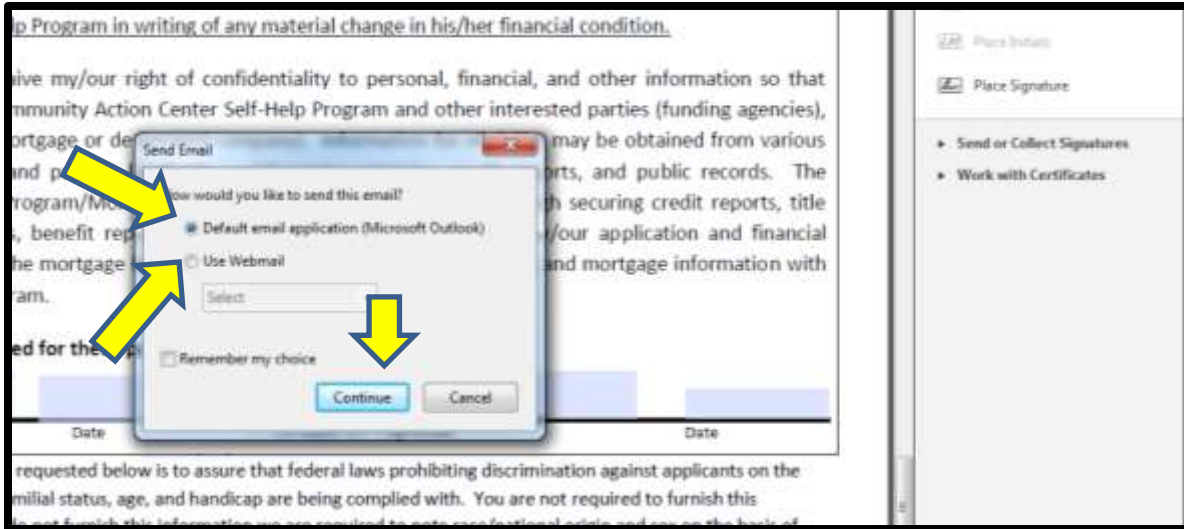
8. Your digital signature is placed on the pre-application.



9. Now it's time to email the completed pre-application! Click on: SUBMIT FORM. Enter your: Email address and Your Name. Click: Send



10. Choose how you will send the email: Default or Webmail



11. You will receive an Outgoing Message Notification.

