

HOMEOWNERSHIP APPLICATION DOCUMENT CHECKLIST

All of the following items or information must be submitted before Habitat can consider your application as a Habitat partner family. If all information is not provided, your application will not be considered. Falsified information is grounds for disqualification. **Please send copies of all necessary documents along with your completed application and government monitoring form.**

DO NOT SEND ORIGINALS!

IDENTIFICATION

- Proof of legal residence in the U.S. (resident alien cards or citizenship papers for those not born in the U.S.).
- Proof of social security for persons who will live in the Habitat home (copy of cards or application letter or copy of last year's 1040 with social security numbers present).

INCOME (Proof of ALL household income)

- Last paystub for each working member of the household. If income varies, provide several current stubs explaining the situations (ex: overtime, seasonal, etc.)
- Proof of ALL other income (ex: child support, social security, pension, etc.)
- Federal tax returns for the last year (form 1040 and W2's for all wage earners). First two pages only with signature(s) on second page.

EXPENSES (Proof of ALL household expenses, debit and bills owed)

- Rent receipts, cancelled rent checks or documents showing amount of last housing payment. If these costs are split with someone else (ex: roommate, extended family members) provide a letter from them stating their amount paid.
- Twelve months of paid utility bills or receipts from three sources (gas, electric, heat, water & sewer, phone, cable, etc.).
- Childcare expense receipts.
- Documents showing all debt and/or loans (credit cards, auto, personal and student loans, etc.).
- Copy of all outstanding medical bills (physician, dentist, hospital, etc.).
- Copies of checking and/or savings account statements showing current balances.

LEGAL

- Copies of all separation documents or divorce decrees, including changes in custody orders and child support payments.
- Copy of all legal documents regarding court settlements involving financial matters (bankruptcy, garnishments, etc.).
- Other pertinent documents regarding your finances, housing, or other situations you feel should be considered.