



NAME _____ DATE _____

Please call Bea at the Habitat office (366-4485) to schedule an appointment to turn in your completed application. You must bring all of the following documents that apply to you. We will make necessary copies at the office. Remember that applications are screened in the order they are received.

Application Check List

Check off the documents that apply to you in the list below and be sure to bring them with your application. Your application is not complete without ALL the documents that apply to your situation.

- 1. Four most recent payroll stubs. If you are self-employed we must have valid verification of business income and expenses.
- 2. Proof of citizenship (birth certificate or passport) or permanent legal resident status (permanent resident card or resident alien card)
- 3. Most recent IRS **Federal** tax returns
- 4. Most recent W-2 tax form(s) – usually with Federal tax returns
- 5. Verification of all unearned income (SSI, social security, etc.)
- 6. Verification of food stamps
- 7. Child support verification (this is optional to report, but if you report it we must have documentation)
- 8. Transitional Services verification
- 9. Bankruptcy information
- 10. Verification of any other income not listed above