

BEFORE YOU SUBMIT YOUR APPLICATION

IMPORTANT - Read the following BEFORE submitting your application

- This checklist is for you.
- Use this checklist to gather copies of the documents (that relate to your household) you need to submit with your application.
- For you to be considered for a St. Lucie Habitat for Humanity home, **submit all of the following at the same time:**
 - Your complete 8-page application
 - Copies of the documents relating to your family on the checklist
 - Hold the original documents as we may need to review them at a later date
 - Copies of the documents are to be submitted in the exact same order as the order on the checklist
 - Alternate sources of income (child support, spousal support, etc.) are not required to be on your application. Only include them on the application and with the documents if you intend to count them as income.

NOTE: Bank and prepaid account statements must include the following: The account number, the account holder names and address, the bank or institution name and logo, the beginning date, the ending date, the beginning balance, the ending balance and page numbers on each page. All pages must be submitted even blank pages. A sample is below to show what information is on a statement. The information may be in different locations on the page.

| Page 1 of XX | Account Number: 100010001000 | Company Logo | | | | | | | | | | | | | | | | |
|---|------------------------------|------------------------------------|----------|--------------|---------|----------|------------|------------|---------|----------|------------|-------------------------|---------|----------|------------|---------|----------|---------|
| <p style="font-size: 1.2em; margin: 0;">Account Holder Name(s)</p> <p style="font-size: 1.2em; margin: 0;">Account Holder Address</p> | | | | | | | | | | | | | | | | | | |
| Beginning Date: | XX/XX/XXXX | Balance as of Start Date: \$XXX.00 | | | | | | | | | | | | | | | | |
| End Date: | XX/XX/XXXX | Balance as of End Date: \$XXX.00 | | | | | | | | | | | | | | | | |
| <p style="font-size: 1.2em; margin: 0;">All Transactions:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; font-weight: normal;">Date:</th> <th style="text-align: left; font-weight: normal;">Description:</th> <th style="text-align: left; font-weight: normal;">Amount:</th> <th style="text-align: left; font-weight: normal;">Balance:</th> </tr> </thead> <tbody> <tr> <td>XX/XX/XXXX</td> <td>Check 1542</td> <td>\$15.42</td> <td>\$xxx.00</td> </tr> <tr> <td>XX/XX/XXXX</td> <td>Purchase Authorized....</td> <td>\$30.00</td> <td>\$xxx.00</td> </tr> <tr> <td>XX/XX/XXXX</td> <td>Deposit</td> <td>\$400.00</td> <td>Sxxx.00</td> </tr> </tbody> </table> | | | Date: | Description: | Amount: | Balance: | XX/XX/XXXX | Check 1542 | \$15.42 | \$xxx.00 | XX/XX/XXXX | Purchase Authorized.... | \$30.00 | \$xxx.00 | XX/XX/XXXX | Deposit | \$400.00 | Sxxx.00 |
| Date: | Description: | Amount: | Balance: | | | | | | | | | | | | | | | |
| XX/XX/XXXX | Check 1542 | \$15.42 | \$xxx.00 | | | | | | | | | | | | | | | |
| XX/XX/XXXX | Purchase Authorized.... | \$30.00 | \$xxx.00 | | | | | | | | | | | | | | | |
| XX/XX/XXXX | Deposit | \$400.00 | Sxxx.00 | | | | | | | | | | | | | | | |

New Homeownership Application Checklist of Supporting Documents



Check off **ONLY** what you submit

IDENTIFICATION: (must be submitted)

Picture ID

(Driver's License, State Issued ID, Passport, Military ID, or other government issued ID)

- Applicant
- Co-applicant
- Others in Household

Proof of Citizenship

Required: Social Security Card **and** Birth Certificate or Permanent Resident Card

- Applicant
- Co-applicant
- Others in Household

INCOME: (must submit all income documents you have for your household)

3 months of most current paystubs

- Applicant
- Co-applicant
- Others in Household

For Bonus/Overtime - 12 months of most current

paystubs (HFH will include bonus/overtime pay if it has been paid during at least 9 of the previous 12 months)

- Applicant
- Co-applicant
- Others in Household

Social Security Award Letter

- Applicant
- Co-applicant
- Others in Household

Disability Security Award Letter

- Applicant
- Co-applicant
- Others in Household

SSI Award Letter

- Applicant
- Co-applicant
- Others in Household

Child Support

- Applicant/Co-applicant

Alimony

- Applicant/Co-applicant

Other Income

- Applicant/Co-applicant

TAX RECORDS: (must submit if you file a tax return)

2 years of most current tax returns

- Applicant
- Co-applicant
- Others in Household

2 years of most current W-2s

- Applicant
- Co-applicant
- Others in Household

BANKING DOCUMENTS:

(Must submit monthly statements for all active accounts and ALL pages, even if blank)

3 months most current checking account statements

- Applicant
- Co-applicant
- Others in Household

3 months most current savings account statements

- Applicant
- Co-applicant
- Others in Household

3 months most current prepaid account statements

- Applicant
- Co-applicant
- Others in Household

IRA/401K statements

- Applicant
- Co-applicant
- Others in Household

HOUSEHOLD BILLS: (must be submitted)

Most current household bills

- Electric Bill
- Water Bill
- Phone Bills
- Cable/Satellite/Internet Bill
- Car Loan(s)
- Student Loan(s)

OTHER DOCUMENTS:

- Rental/Lease Agreement or 3 months Proof of Payments
- Hardship Letter
- \$ For Credit Report &/or Employment Verification