

Home Ownership Application 2022  
DOCUMENTATION CHECKLIST AND TRACK SHEET



**Habitat**  
for Humanity®  
of Greater Sacramento



Family Name: \_\_\_\_\_

Date Attended Orientation: \_\_\_\_\_

**SUBMIT PHOTOCOPIES OF YOUR PERSONAL DOCUMENTS, NOT ORIGINALS:**

\*We will not allow applicants to make photocopies at our office.\*

\*Applications must be submitted in the order requested below.\*

**I. HFHGS-PROVIDED MATERIALS**

- DOCUMENTATION CHECKLIST – this form
- APPLICATION COVER LETTER
- ORIENTATION VERIFICATION WORD \_\_\_\_\_
- HFHGS HOMEOWNERSHIP APPLICATION PACKET – this packet, fully completed and signed by applicant and co-applicant.
- MONTHLY BUDGET – please use the form included in this packet, do not provide your own format.

**II. IDENTIFICATION** (Note: We will need to see originals of all ID documents at a later stage in the process)

- CA DRIVER LICENSE OR PHOTO IDENTIFICATION CARD – For all household members 18 or older.
- SOCIAL SECURITY CARDS – A copy for **each** household member.
- LEGAL U.S. RESIDENCE STATUS - Birth Certificate(s), Proof of Citizenship, Legal Residence Cards for the applicant and co-applicant (if applicable).
- DD214 (if applicable) – copy of DD214 for any veteran household member(s).

**III. FINANCIAL INFORMATION**

**Income verification is required for Applicant, Co-Applicant and any other family members who are 18 years or older who contribute toward household expenses.**

- EMPLOYMENT VERIFICATION – (if self-employed, see FAQ's on our website to find out what documentation to provide)
- A letter from your employer(s) to verify your employment – offer letter from hire, CA Form 2810.5, or current letter acceptable.
- Pay stubs (6 months of most current at date of application submission). The name of the employer and your deductions must be visible on the pay stubs.
- SSI/SSA INCOME (if applicable) – A Social Security Statement of Benefits or annual award letter. Award letter and payment histories required for similar stable government income sources, e.g., disability, VA disability, GI Bill.
- PUBLIC ASSISTANCE (if applicable) – A letter from the county or state to verify proof that you receive the following: Disability Insurance, Unemployment Income, Cash Award, TANF, Cal Works, MediCal, Food Stamps, General Assistance, etc.
- BANK STATEMENTS – Bank statements for all accounts (checking, savings, pension/401K, etc.) spanning 6 months back from date of application submission.
- INCOME TAX RETURNS – Complete copies of income tax returns, including W-2's, for 2020 and 2021
- SUBSIDIZED HOUSING (if applicable) – Paperwork from a housing authority (i.e. SHRA, HUD, or Section 8/Housing Choice Voucher Program) which indicates you currently live in subsidized housing.
- OTHER INCOME/WAGES – A copy of a letter, computer print-out or other identifying information to verify any other income you want to claim (includes child support, alimony, inheritance, educational scholarships, work study, pension/401k, etc.).
- CURRENT CREDIT REPORT – Request your free yearly 3 bureau- Experian, Equifax and Transunion, credit report and print a copy. This may be accessed at [www.annualcreditreport.com](http://www.annualcreditreport.com).

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**IV. ADDITIONAL INFORMATION**

- RENT VERIFICATION – rent receipts, scans of cancelled/processed rent checks (6 months' worth); and current lease agreement.
- VEHICLE REGISTRATION AND INSURANCE – A copy of valid registration and proof of insurance for **each** vehicle owned.
- UTILITIES & PHONE BILL – A copy of your most recent SMUD and PG&E bill, and your cell and/or home phone bill.
- LIST OF 5 REFERENCES – A list with names addresses and phone numbers. You are also welcome to submit letters of reference.
- PERSONAL STATEMENT– Write a letter to Habitat stating how a Habitat home would impact your and other household members lives and/or how homeownership would affect your household's long-term goals (dated and signed).

**IV. IMPORTANT INFORMATION ABOUT DOCUMENT SUBMISSION**

**Read over this section about document submission to avoid making common application mistakes! Failure to meet these standards may result in the delay of application review or even denial from the program due to insufficient documentation.**

1. All submitted documents must have your relevant identifying information visible and ALL pages of a document must be submitted, even if the last page is blank. All pages need to be provided in order to ensure that no information is deliberately concealed or omitted by an applicant.
2. If your financial conditions change during the application period (i.e. you get a new job, open a new line of credit, or any other incidences that affect you household income or debt), you must inform Habitat as soon as possible. The omission or concealment of pertinent financial information can result in the disqualification of an applicant from the program.
3. Only submit COPIES of the required documentation. Make sure to keep the originals for your own files.
4. If you have any questions or concerns about document submission or the application in general, please reach out to the following individual:

**Cory Stevenson**

Homeowner Services Manager

(916) 440-1215 ext. 1101

[CStevenson@habitatgreatersac.org](mailto:CStevenson@habitatgreatersac.org)