

Home Ownership Application 2018
DOCUMENTATION CHECKLIST AND TRACK SHEET



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
- HFHGS HOMEOWNERSHIP APPLICATION PACKET

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

- APPLICANT - CA Driver License or Identification Card
- CO-APPLICANT - CA Driver License or Identification Card
- SOCIAL SECURITY CARDS – A copy for **each** household member
- LEGAL U.S. RESIDENCE STATUS - Birth Certificate(s), Proof of Citizenship, Legal Residence Cards for **all** proposed occupants as applicable

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. A letter from your employer(s) to verify your employment
 - b. 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 – 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 – A letter from the county to verify proof that you receive the following: (i.e. 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 the past two years
- SUBSIDIZED HOUSING (if applicable) – Paperwork from a housing authority (i.e. SHRA, HUD, or Section 8) 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 credit report and print a copy. This may be accessed at www.annualcreditreport.com

IV. ADDITIONAL INFORMATION

- RENT VERIFICATION – A copy of the most recent rent receipt, cancelled check and lease for your current address
- VEHICLE REGISTRATION AND INSURANCE – A copy of valid registration and proof of insurance for **each** vehicle owned
- UTILITIES & PHONE BILL – A copy of the 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.
- PERSONAL STATEMENT– Write a letter to Habitat stating your need for a home (dated and signed)
- FEES – HFHGS charges \$30.00 each per application for processing and running a formal credit report. Payment of this fee is not required until a submitted application makes it through the first round of review.