

## Home Build Program Document Checklist

To speed up your Home Build application process, please take a moment to review the enclosed information and documents. Please bring all required documents and **PROVIDE COPIES**- to the administrative office when ready to turn in complete application. **Note: Incomplete applications WILL NOT BE ACCEPTED.**

### HOME BUILD PROGRAM – DISCLOSURE DOCUMENTS

- Intake Application
- Authorization to release information
- Equal Credit Opportunity Act Notice
- Media Release
- Privacy Policy & Practices
- Cancellation Policy

### PERSONAL INFORMATION – (MUST BE A U.S. CITIZEN OR PERMANENT RESIDENT)

- Photo State ID/Driver's License
- Permanent Residency Card** *if applicable*
- US Citizen:** US Passport or Birth Certificate
- Social Security card –**for adults only**
- Birth Certificates for all children in the household

### FINANCIAL DOCUMENTS

- 4 Most Recent Pay stubs (Last 30 days) for all adults in the household
- Benefit/Award Letters if applicable – (*Social Security, Disability, Pension, VA Benefits, Food Stamp Benefits and Public Assistance*)
- Child Support Court Order and/or proof of receipt of child support for the past 12 months
- W-2 Forms and/or 1099's for the last two years
- Tax Returns for last two years

### BANK INFORMATION

- Checking/Savings/Money Market/IRA/Investment Account Statements last 2 months

### OTHER REQUIRED DOCUMENTS

- Copy of a utility bill and/or Residential rent contract
- Complete set of bankruptcy packet and discharge letter (if filed within the last 7 years)
- Divorce Decree packet (all pages)

### FEES

For your scheduled appointment, please submit a **Credit Report Fee** of **\$23.30** for each individual credit report. All parties 18 years or older, will be subject to a background check. **MONEY ORDER OR CASHIER CHECKS ONLY.** Please make it payable to **YVP Habitat for Humanity**. There is a **\$6 administration Fee** if you do not provide your own copies.