

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)

FEEES

For your scheduled appointment, please submit a **Credit Report Fee** of **\$24.80** for each individual applying and a **\$6.00** fee for a criminal background check for all adults (18+). **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.

