



COMMUNITY HOUSING
I N I T I A T I V E

**INFORMATION NEEDED FOR ALL HOUSEHOLD MEMBERS
PLEASE MAKE COPIES OF THE FOLLOWING ITEMS:**

1. **W-2's and complete tax returns for previous two (2) years. If you have not filed your income taxes, please contact the IRS at 800-829-1040 for printout stating this.**
2. **Current, consecutive pay stubs for the past thirty (30) days.**
3. **Benefits Planning Query (B P Q Y) Form from Social Security Administration, if you receive benefits.**
4. **If self-employed, last two (2) years complete tax returns with all schedules.**
5. **Name(s) / Address of Employers for previous two (2) years.**
6. **Name(s) / Address of Landlords and a copy of current lease.**
7. **Current, consecutive bank statements for the past six (6) months including names, account numbers, and balances for all bank accounts.**
8. **Contact information for any retirement accounts. If account holder does not accept a faxed verification request, we require a letter from the retirement account agency, stating: Current Value, Withdrawal Penalty, and Rate of Return.**
9. **Copy of Child Support Order, if applicable. Copy of all documents related to child support.**
10. **Copy of divorce decree, if applicable.**
11. **Social Security Cards for all household members to be included in "Family Size".**
12. **If applicable, green card.**
13. **Birth Certificates for all children (17 years and younger) in the household.**
14. **Credit Report, with credit scores from all 3 credit-reporting bureaus. Either call the following: Equifax: 800-997-2493; Experian: 888-397-3742; Trans Union: 800-888-4213 or go to the web address of Mycreditreport.com.**
15. **Driver License**
16. **\$290.00 check made payable to Community Housing for property inspection. This is non-refundable, UNLESS you never find a home.**
17. **Fully executed contract if maximum eligible sales price is less than \$70,000.**
18. **Minimum contributions of \$750.00 or \$1,250.00 or \$2,000.00 must be in checking or savings account prior to application process. We will be looking at the six-month average balance.**
19. **Good Faith Estimate, from your lender. Interest rate & fees must be at market rates.**
20. **If separated, please provide the following: copy of estranged spouse's lease, estranged spouse's driver's license, a copy of estranged spouse's utility bill and a statement of explanation from both parties.**

GATHERING THE ABOVE DOCUMENTS DOES NOT GUARANTEE FUNDING!!