



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

1. W-2's and the **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, including enforcement orders/actions.
10. Copy of divorce decree, if applicable.
11. Need to see 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. Full-time student status, if applicable, for household members 18 years of age and older.
15. 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.
16. Driver Licenses
17. \$290.00 check made payable to Community Housing for property inspection. This is non-refundable, UNLESS you never find a home.
18. Fully executed contract if maximum eligible sales price is less than \$70,000.
19. 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.
20. Closing Costs Worksheet (AKA a Good Faith Estimate) from your lender. Interest rate & fees must be at market rates.
21. 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!!