

For informational purposes only. You do not need to bring these documents to the initial applicant meeting, but should begin to gather them if you plan to apply.

Habitat for Humanity Document Checklist

The following documentation (if it applies) must be provided in order to complete the Application for Affordable Housing. This paperwork must be submitted for anyone in the household 18 years old and over. Failure to provide the appropriate documentation will cause a delay in your application.

- ___ Personal photo identification (*a copy of one the following: Driver's License, passport, etc.*)
- ___ Checking Accounts (*6 months consecutive statements*) need to submit all pages
- ___ Savings Accounts - CD's, IRA's, etc (*6 months consecutive statements*) need to submit all pages
- ___ Bonds / Stocks and 1099-2022
- ___ If you have deposits on your bank accounts that do not show where the money came from, please fill out and notarize the explanation of each blank deposit (*last page of this application*).
- ___ Real Estate, income from real estate, or businesses.
- ___ (4) most recent consecutive pay stubs for all employed household members.
- ___ Social Security (*copy of your Award Letter or copy of your Social Security Statement*)
- ___ Pension Letter received from pension fund
- ___ Verification of Temporary Assistance for Needy Families (TANF)
- ___ Notarized Letter regarding your child support status **or** provide a copy of the current statement from NJ child support website and a copy of the court order.
- ___ Notarized Letter regarding your Alimony status **or** provide a copy of the current statement from NJ website (if applicable).
- ___ Copy of your divorce decree and settlement agreement (*all pages*).
- ___ If someone in your household is over 18 years of age and a full time student, please provide a copy of their school schedule.
- ___ Verification of Military Pay
- ___ Workers' Compensation
- ___ Verification of Unemployment Benefits
- ___ Signed 1040 Federal Tax Return (*all pages for the past 3 years – 2019, 2020, 2021*). Please *make sure you sign the 2nd page to validate the copies. If you are not required to file State & Federal tax returns, please supply a notarized letter.*
- ___ State Tax Returns (*All pages for the past 3 years – 2019, 2020, 2021*).
- ___ Most recent W-2(s).
- ___ Credit Check fee (\$30 per applicant over 18)