



## Required Documents

**In order for your application to be considered, all the documents listed below must be received at the Habitat office ( 905 McCann Rd ) no later than 4:00 PM on Friday, January 5th .**

Information is required for every person in your household who will live in the Habitat house and who has income of any kind. You can bring copies of each document to the office, or bring the originals and we will make copies while you wait. Applications will not be accepted without all required documents.

1. A Northeast Texas Habitat Homeownership Application form (6 pages) filled out completely and signed. Please be sure to provide all the information asked for; if an item does not apply to you, mark it "N/A"  
"The Federal Funds Addendum" must be signed and the "Rental Verification" completed.
2. Copies of the last 4 Pay Check Stubs, for everyone over 18 yrs old in your household who works. **Please complete the Employment Verification form attached.**
3. IRS tax returns for 2021 and 2022 for all household members who work. If you do not have copies of your returns, you can call the IRS at 1-800-829-1040 to request a three year transcript.
4. Recent letters from the Social Security Administration (SSA) listing all current Social Security, SSI, Pension, and Disability income you and members of your household receive, if any.
5. If you receive Food Stamps: a copy of the benefit amount you receive. You should be able to obtain a copy from DHS.
6. A copy of your most recent bank statement or a signed copy of the "Statement of No Banking Account".
7. If you receive child support: Your entire current Child Support Court Order, AND either 1) an official statement of payments received for the past 6 months, or 2) actual child support payment stubs for the past 6 months. If you do not have these, you may obtain a copy at the county clerk's office where it was filed. Proof of no child support must also be provided for each child. Proof can be obtained at the Attorney General's office.
8. If divorced: a copy of your entire Divorce Decree. **NOTE:** If married, you must both apply together.
9. Copies of your Driver's License or Texas I.D. AND Social Security Card for applicant and co-applicant if applicable. (front and back)
10. Evidence that you are a legal resident of the United States: Permanent Residence Card (Green Card) or INS Certification of Citizenship, Application for Residency, or Birth Certificate.
11. Your Lease Agreement from the place where you currently live **AND** the last 3 rent receipts. If you live with someone and give them money to pay for rent and/or utilities, please have them write a letter explaining the agreement, how much you pay, and how long you have lived there. **Please complete the attached Rental Verification Form.**

12. **Northeast Texas Habitat will obtain a copy of your current Credit Report, for you and all members of your household over 18 years old.**

**Remember !!**

**Your application will not be accepted unless all the documents listed above that apply to you are included with your application, and received in the Habitat office no later than Friday, January 5<sup>th</sup> by 4:00 p.m.**

---