



APPLICATION CHECK LIST

Please be advised that we are a Tax Credit Property and are required to verify all source of income and assets. This is just a brief checklist of what we will need, further information may be requested during your application appointment.

DUE AT TIME OF APPLICATION APPOINTMENT

- W2 WAGE EMPLOYEE**
 - Employer info:
 - Name
 - Address
 - Phone Number
 - Fax Number
 - E-mail
 - Paystubs: 6-8 of most recent paystubs
- ASSETS INFO**
 - Bank Account
 - Bank name
 - Account number
 - Prepaid Card - We will need to get a copy of the front and back of your card.
 - Sold assets information
- SELF EMPLOYMENT**
 - Own Business/ Independent Contactor
 - 3 Years of tax returns with W2s or 1099s used.
 - Contract letter
 - Financial Statements (current and previous year)
 - Invoices and/or receipts
- 3 YEARS RENTAL HISTORY INFO**
 - Landlord's name, phone number, and address.
 - Date and year of move-in and move-out
 - Rent cost
 - E-mail or Fax number of landlords
- CHILD SUPPORT**
 - Child support court order
 - 1 year of payment history
- TWO PERSONAL REFERENCES- NOT FAMILY**
 - Name
 - Phone number
 - Address
- UNEMPLOYMENT**
 - Unemployment award letter
 - Payment history
- IDENTIFICATION**
 - Government ID and Social Security Card
- SOCIAL SECURITY/ SUPPLEMENTAL SECURITY INCOME**
 - Most recent award letters