

## DOCUMENT CHECKLIST

*APPLICATIONS MUST HAVE ALL OF THE FOLLOWING DOCUMENTS ATTACHED TO BE CONSIDERED AS COMPLETE.*

### PLEASE BRING WITH YOU:

- A GOVERNMENT ISSUED PICTURE ID FOR APPLICANT AND CO-APPLICANT
- CREDIT REPORT FEE OF \$45 FOR EACH INDIVIDUAL OR JOINT APPLICANTS

### COMPLETED APPLICATION PACKET:

- COMPLETED, SIGNED APPLICATION LISTING EVERYONE WHO WILL BE RESIDING IN THE HOME
- AUTHORIZATION TO PULL CREDIT REPORT
  - WRITTEN EXPLANATION OF LATE PAYMENTS, COLLECTIONS, JUDGEMENTS OR OTHER DEROGATORY ITEMS IN CREDIT HISTORY
- AUTHORIZATION TO DISCUSS CREDIT REPORT
- SIGNED VERIFICATION OF EMPLOYMENT FORM
  - WRITTEN EXPLANATION OF EMPLOYMENT HISTORY OF LESS THAN 2 YEARS OR EMPLOYMENT GAP EXCESSS OF 30 DAYS WITHIN THE LAST 2 YEARS
- SIGNED VERIFICATION OF PUBLIC ASSISTANCE FORM ALONG WITH COPIES OF RECENT BENEFIT STATEMENTS FOR REGULAR UNEARNED INCOME:
  - SOCIAL SECURITY BENEFIT VERIFICATION LETTER
  - PUBLIC ASSISTANCE
  - RETIREMENT INCOME
  - HUD SECTION 8 VOUCHER DETERMINATION LETTER
  - HISTORY OF ALIMONY AND/OR CHILD SUPPORT RECEIVED
- SIGNED LANDLORD VERIFICATION FORM

### LIST OF REQUIRED DOCUMENTS FOR APPLICANT AND CO-APPLICANT:

- COPIES OF THE LAST 4 CONSECUTIVE MONTHS OF PAY STUBS
- COPIES OF THE LAST 4 CONSECUTIVE MONTHS OF ASSET/BANK STATEMENTS
  - PLEASE INCLUDE ALL CHECKING, SAVINGS AND INVESTMENT ACCOUNTS
- SIGNED IRS FORM 4506-T AND COMPLETE COPIES OF THE LAST 2 CONSECUTIVE YEARS OF FEDERAL AND STATE TAX RETURNS WITH W-2'S
  - SELF-EMPLOYED APPLICANTS: PLEASE PROVIDE LAST 2 YEARS OF GENERAL EXERCISE TAXES, CORPORTATE TAXES, AND SCHEDULE C OF TAX RETURN

### OTHER DOCUMENTS (IF APPLICABLE):

- CERTIFICATE OF COMPLETION- HABITAT FOR HUMANITY MAUI'S HOMEOWNER EDUCATION CLASS
- PRINT OUT OF COMPLETED VOLUNTEER HOURS AT HABITAT FOR HUMANITY MAUI

***WE WILL NOT ACCEPT ANY APPLICATIONS THAT ARE INCOMPLETE.***