



## Document Checklist

Applications must have all of the following documents attached to be considered as complete.

### PLEASE BRING WITH YOU:

- **Picture ID** issued by the government for applicant and co-applicant
- **Credit Report Fee** of \$25 for individual and \$40 for joint applicants
- **Pay Stubs** for the past 4 consecutive months
- **Asset/Bank Statements** for the past 4 consecutive months
  - All checking, savings and investment accounts
- **Federal and State Tax Returns with W-2's** for the past 2 years
  - Self-employed applicants: please provide last 2 years of General Exercise Taxes, Corporate Taxes, and Schedule C of Tax Return

### INCLUDED IN THE APPLICATION PACKET:

- **Completed Application**
- **IRS 4506-T Form**
- **Credit Report Consent Form**
- **Credit Counseling Consent Form**
- **Verification of Employment Form**
  - Written explanation of employment history of less than 2 years or employment gap excess of 30 days within the last 2 years
- **Verification of Public Assistance Form:**
  - Social Security Benefit Verification Letter
  - Retirement Income/ Pension Statement
  - HUD Section 8 voucher determination letter
  - History of alimony and/or child support received
- **Landlord Verification Form**

### OTHER DOCUMENTS (IF APPLICABLE):

- **Certificate of Completion** for Habitat for Humanity Maui's Homeowner Education Class
- **Completed Volunteer Hours** at Habitat for Humanity Maui
- **A Letter of Explanation** for derogatory items on credit report

**PLEASE CALL THE FAMILY SERVICES MANAGER AT (808)242-1140  
IF YOU HAVE ANY QUESTIONS**

