



## How to Turn in Your Documents

1. Please refer to our **Application Document Checklist** to ensure that you have all the required documents.
2. We do not accept applications by mail. All applications must be **delivered in person** by appointment to:

**Habitat for Humanity Maui  
1162 Lower Main St.  
Wailuku, HI 96793**

3. Please call **(808)242-1140** to set up an appointment to turn in your application packet.
  - Please bring your Photo ID and **\$25** for individual/ **\$40** for joint credit report check.
  - Please do not give us the original documents. We can make copies in our office.
  - We cannot process incomplete applications.
4. If your application falls within our guidelines, The Family Services Manager will contact you to schedule a meeting to sign the Partnership Agreement.

**PLEASE CALL THE FAMILY SERVICES MANAGER AT (808)242-1140 TO  
SET UP AN APPOINTMENT.  
OR YOU CAN EMAIL TO [INFO@HABITAT-MAUI.ORG](mailto:INFO@HABITAT-MAUI.ORG)**



We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin



## 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**

