



## Checklist information for applicants

It is your responsibility to complete every item on the checklist and to gather all the proper documentation. You must also complete every answer on the application. All information you provide will be kept confidential and used only by Habitat for Humanity of Stokes County.

In order for us to begin the process, you must supply the following for yourself, any co-applicant, and any other adult who will be living in the home.

- Completely fill out application.
- Attach federal income tax return and W2 form(s) /1099 for the past 2 years.
- Attach pay stub(s) from all employers for the past 2 months.
- Include documented proof of any other income (SSI, disability, social security, food stamps, child support, alimony, etc.)
- Include most recent statements of all monthly bills (electricity, heating, phone, cable, etc.)
- Include the most recent statements of any other debts all applicants owe (car payments, loans, etc.)
- When asked, provide a check or money order in the amount of \$25, payable to Habitat for Humanity of Stokes County for your credit report.
- Habitat for Humanity of Stokes County will run a criminal background check, sex offender check, and OFAC search. (Office of Foreign Assets Control)
- Provide proof of legal United States residency for each person living in the home by completing form I-9. (copies can be made if needed.)
- Complete the landlord/employer contact info. We will send each a reference sheet.
- You will also be asked to obtain a reference letter from someone not related to you.
- You will be asked to pay for national background checks, if needed.

Your initial application will be reviewed and, if you meet the eligibility requirements, Habitat for Humanity of Stokes County will then schedule a home visit with you. You will then be notified of the status of your application.

Once approved you will need to schedule a counseling session at Consumer Credit Counseling, 336-773-0286, this session will be \$75.00, Please return certificate to this office.

If any additional information is needed after you submit your application, you will have up to 30 days to provide this information. After 30 days, incomplete applications will be withdrawn.

**Habitat for Humanity of Stokes County will run another credit check towards the end of the application process. This will be another \$25.**

Once your application is complete, the review/approval process can take up to 6 months. Once approved you may have to wait until funding is available to your build your new home. The waiting period could take several years. Should you decide to take your name off the waiting list, you must notify Habitat for Humanity of Stokes County in writing at the address below.