



INTAKE DOCUMENTATION CHECKLIST

NOTICE: Please provide staff with a completed legible copy of all items mentioned below. **INCOMPLETE PACKETS WILL NOT BE ACCEPTED.** Additional Information may be required based upon individual circumstances.

- Intake application and NSP application completed signed and dated (**Note: Spouses apply as Co-Applicant**) ***50.00 Money Order - Application Fee is to be turned in with Intake application**
- Valid Photo Identification for ALL ADULT Household Members. (18 years and older, Birth Certificate for 18 and under)
- Social Security Cards for ALL Household Members
- One Month of Paystubs for ALL Employed Household Members.
(Monthly = 1 Paystub, Bi-weekly = 2 Paystubs, and Weekly = 4 Paystubs)
- Recent (less than 3 months old) FICO Credit Report for applicants.
- Wage earner Statement for non-working Adults and Students over the age of 18
(This may be obtained from the Social Security office)
- 3 Years Income Tax Returns for ALL HOUSEHOLD MEMBERS
(Signed with all Schedules & Attachments)
- Self Employed Applicant or Co-applicant
 - YTD Profit & Loss Statement - Prepared by a *Third Party (*Qualified Tax Preparer) Signed and Dated with the Preparer's contact information
 - 3 Years Tax Returns - Signed (Most recent consecutive years with all Schedules & Attachments)
- Documentation of Other Household Income, including ALL Household Members
 - SSI or SSDI
 - Pension
 - Rental Income
 - Unemployment
 - Other Recurring Contributions
- Court Ordered Child Support Payments Print - out from Dept. of Revenue
(Child Support Documentation for ALL children in household)
- Six (6) most recent consecutive bank statements, all pages, front and back (All Accounts)
 - Checking Account
 - Savings Account
- Most recent financial statement, all pages, front and back (For all accounts that apply)
 - IRA
 - 401K or 403B
 - Money Market
 - Stocks
 - Bonds
 - Other
- Evidence of Legal Residency for ALL Household Members: US Birth Certificates, US Passport, Naturalization Certificate, (Letter of Guardianship for all MINOR Household Members)
- Homebuyer Certificate & One-on-One checklist.
- Full-time students 18 years and older must provide a copy of current school enrollment and transcripts.