



Required Document List

*Applications must be submitted in person. Only **completed** applications will be accepted. This includes the **required documents** listed below.*

1. DOCUMENTS REQUIRED FOR APPLICANT and CO-APPLICANT (persons whose names print on the deed/title as owners). Both the Applicant and Co-Applicant must submit the application in person with the following items:

- a. Proof of citizenship – Driver’s License for both Applicant and Co-Applicant
- b. Current mortgage statement (unless paid off)
- c. Proof of ownership of the property (examples: warranty deed, deed of trust, and for mobile homes, the title)
- d. 2017 tax return - If you do not file taxes, you must include 2 months of bank statements
- e. Any other proof of income; including the following:
 1. 2 months most recent pay stubs
 2. Social security award letter
 3. Disability award letter
 4. Food stamp award letter
 5. Unemployment documentation
 6. Child support documents
 7. Retirement, Pension statements
 8. Any income that comes into the household

2. DOCUMENTS REQUIRED FOR ALL OTHER OCCUPANTS WHO HAVE AN INCOME THAT LIVE IN THE HOUSE (this can include children under the age of 18)

- a. 2017 tax return - If you do not file taxes, you must include 2 months of bank statements
- b. Any other proof of income; including the following:
 1. 2 months most recent pay stubs
 2. Social security award letter
 3. Disability award letter
 4. Food stamp award letter
 5. Unemployment documentation
 6. Child support documents
 7. Retirement, Pension statements
 8. Any income that comes into the household