

APPLICATION CHECKLIST

Your application packet **must** include **all** of the following application materials.

- Completed signed application, with all questions answered.
 - Note that you are **not** required to furnish the information requested on the final page (Section 13), but are encouraged to do so. It is illegal for MacHabitat to discriminate on the basis of this information or on whether you choose to provide it or not.
- Photocopy of government issued IDs and/or documentation:
 - One document to show you are a US citizen or permanent resident (birth certificate, citizenship papers, passport, or permanent resident card); and
 - One additional document of personal ID (driver's license, DMV card, or Social Security card).
- Copy of your lease or a copy of a money order receipt or cancelled rent check.
- One page letter explaining why you want to partner with Habitat. Please include a description of the house or apartment where you currently live.
- Copy of paystubs for the last two months.
- If you have income in addition to your job (for example, child support, a second job, etc.): Copy of two months of receipts, paystubs, or other printed material indicating amount of your additional income.
- Copies of your bills for the last two months.
- Copy of bank statements of all accounts for the last two months.
- Copy of the most recent two years of federal and state tax returns. This must include copies of your W-2 forms and/or any other income documents you used to prepare your returns.
- Completed Criminal Background Check form.
- Completed Credit Check Authorization form.

For your application to be considered complete, it is strongly recommended that you attend an informational meeting. MacHabitat will notify you of the date and time of the next meeting. If attendance is not possible, please schedule a call or in-person meeting with Michelle Huber, Family Services Coordinator.

- Attendance at informational meeting on _____, 20____. _____ (Staff Initials)
OR
- Meeting with Family Services Coordinator on _____, 2020. _____ (Staff Initials)

If you have questions or need help completing your application, contact Michelle Huber at **(503) 687-1413** or **michelle@machabitat.org** to make an appointment. After you submit your complete application, MacHabitat will keep you informed every 30 days of the status of your eligibility to be a partner family.