



## 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 two 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 pay stubs 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, pay stubs, or other printed material indicating amount of your additional income
- Copies of your utility bills for the last two months.
- Copy of the most recent 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.

**It is strongly recommended that you attend one of our Information Sessions, either in person or via Zoom. MacHabitat will post the date and time of the next meetings on our website. If attendance is not possible, please schedule a call or in-person meeting with Jennifer Lyon, Home Program Coordinator at 503-687-1415 or [jennifer@machabitat.org](mailto:jennifer@machabitat.org)**

If you have questions or need help completing your application, contact Michelle Huber, Qualified Loan Originator at (503) 687-1413 or [michelle@machabitat.org](mailto: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.

- Attendance at an Info Session on \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_(Staff Initials)
- Meeting with staff member on \_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_(Staff Initials)