

Date Received:  
Check or cash:  
Initial of recipient:

### APPLICATION CHECKLIST

- *Applications are due on January 8th or 11th between 10-6pm at the Habitat office at 220 Meyers Street Chico*
- *Applications available starting December 14th online and in a mailbox at the front door of the Habitat office at 220 Meyers Street. We strongly recommend you watch the video orientation online and attend a Zoom Q&A (link on our website) meeting prior to picking up an application.*

- Did you watch the online orientation?
- Did you complete the entire application?
- Did you sign the application?
- Did you include copies of all required documents? (originals will not be accepted)
  - Copy of lease or money order or cancelled check for rent payment
  - Copies of the last three months of paystubs
  - Copy of Tax Returns for the past two years (full copy)
  - Copy of last month's bills or if paid online proof of payment (ie bank statements)
  - Copy of proof of permanent resident status or Social Security card
- Did you write a letter explaining why you need a Habitat home?
- Did you include the contact information for 2 professional references? (employer, landlord, pastor, social worker, etc.)
- Did you include (if affected) a FEMA approval or denial letter? Or other forms of proof that you were affected by wildfires?
- Did you ask questions about any items on the application that you are not clear about? **530-332-0821**
- Did you turn in the application, letter, and all supporting documents prior to the deadline?  
What date did you submit application?
- Did you pay the application fee?- \$20 per applicant (\$20 for applicant and \$20 for co-applicant = \$40)

If you do not hear from anyone within 4 weeks, please call the office.

Habitat for Humanity of Butte County  
220 Meyers Street  
Chico, CA 95928  
**(530) 332-0821** [info@buttehabitat.org](mailto:info@buttehabitat.org)  
[www.buttehabitat.org](http://www.buttehabitat.org)

