



Check/Cash:
Date:
Initials of Recipient:

APPLICATION CHECKLIST

- Applications are due September 12th-16th, 2022 between 7am - 6pm at the Habitat office at 220 Meyers Street Chico
- Applications are available online and at the Habitat office at 220 Meyers Street. We strongly recommend you watch the video orientation online and attend an orientation meeting prior to picking up an application.

- Did you complete the entire application?
- Did you sign the application?
- Did you include copies of all required documents?
 - Copy of lease or money order or canceled check for rent payment or a letter stating living situation
 - Copy of four week's consecutive pay stubs or benefit statements for regular unearned income (such as social security, public assistance, retirement income, etc.)
 - Copy of Tax Returns for the past two years (full copy) and W-2's
 - Copy of last month's bills or if paid online proof of payment
 - Copy of last 2 months bank statements
 - Copy of proof of Government-issued ID and permanent resident status/Social Security card
- Did you include a **separate** letter explaining your situation why you need a Habitat home?
- Did you include the contact information for 2 professional references? (employer, landlord, pastor, etc.)
- Did you include (if affected) proof that you were affected by a wildfire? (FEMA letter etc.)
- Did you ask questions about any items on the application that you are not clear about?
- Did you turn in the application, letter, and all supporting documents prior to the deadline?
- Did you pay the application fee?- \$25 per applicant** (\$25 for applicant and \$25 for co-applicant = \$50)

