



Check/Cash:
Date:
Initials of Recipient:

APPLICATION CHECKLIST

Applications received during November 2023 may be considered for our current home selection if there is an opening. Applications received after November 2023 may be considered for our Spring 2024 cohort if they meet all qualifications. Applications are available online and at the Habitat office at 220 Meyers Street. Please submit applications in person with the \$25-\$50 application fee. We strongly recommend you watch the video orientation online and attend an orientation meeting prior to picking up an application.

The following items are REQUIRED at the time of application submission. If you fail to turn them in your application will be considered incomplete and you will be asked to return one the application is complete.

- Last 4 weeks *consecutive* pay stubs from all jobs AND from ALL HOUSEHOLD MEMBERS over 18.
- Last 4 weeks of benefit statements for regular unearned income (such as social security, public assistance, retirement income, etc.) for all household members over 18 years of age.
- Last 2 months of ALL bank statements from ALL HOUSEHOLD MEMBERS over 18.
- Last 2 years of signed federal tax returns from ALL HOUSEHOLD MEMBERS over 18
- Last 2 years of W-2's from ALL jobs (part/full time) from ALL HOUSEHOLD MEMBERS over 18
- Copy of proof of Government-issued ID and permanent resident status/Social Security card for ALL HOUSEHOLD MEMBERS over 18.

The following items are also needed in order for your application to be considered complete:

- A completed and signed Habitat for Humanity of Butte County application
- Copy of lease or money order or canceled check for rent payment or a letter stating living situation
- Copy of last month's bills or if paid online proof of payment for all household members over 18 years old.
- A separate letter explaining your situation why you need a Habitat home?**
- Contact information for 2 professional references (employer, landlord, pastor, etc.)
- Proof that you were affected by a wildfire (FEMA letter etc.) if applicable
- \$25 processing fee for each application (\$25 for applicant and \$25 for co-applicant = \$50) **Cash or Check ONLY**

Final Questions:

1. Did you ask all of the questions you need to ask in order to understand the program and documents needed?
2. Did you sign a Release of Authorization form when you turned in your applications?
3. Did you turn in all your requested documentation on or before the requested deadline?

