

# PHFH APPLICATION CHECKLIST

Use this checklist to ensure you have provided all necessary information for our Homeowner Selection Committee to evaluate your application.

**NOTE** – All adults (over 18) who will be living in the home **MUST** be included as co-applicants on the application and submit their information even if they have no income. Make extra copies of the application or add pages as needed.

- Did you complete Section 1 and Sections 3-13 of the application?
- Did you attach extra sheets, if needed, to describe the condition of the house or apartment where you live? (*Section 4*)?
- Did you attach **photocopies** of the following documentation for all applicants to verify income (*Section 6 & 7*)?
  - Photocopies** of your last 2 months of pay stubs or other proof of income
  - Photocopies** of your income tax returns for the last two years, including W-2s (if applicable)
  - Photocopies** of your last 2 months of bank statements (including bank name & address and your account numbers)
  - Photocopy** of court documents ordering child support or alimony (if applicable)
  - Photocopies** of proof of public assistance which may include TANF, Food Stamps, Social Security, SSI, Disability, Workman's Compensation, Military Income, Idaho Child Care Program, or other similar programs (if you or anyone in your household is receiving any of these)
  - NOTE** if you cannot provide any of these documents, provide an explanation why (for example, no tax returns because income is SSI)
- Did you and your co-applicants list **ALL** of your Assets (*Section 9*)?
- Did you and your co-applicants list **ALL** of your Debts (*Section 10*)?
- Did you and all co-applicants sign and date the application (*Section 12*)?
- Did you **add additional sheets to tell your story if needed?** Help us understand what makes your current housing situation challenging. If there is anything that will show up in a credit and background check, take this opportunity to tell us about the situation.
- Did you make a photocopy of your application and documentation to keep for your records?
- Did you fill out the application as completely and honestly as you can?
- Did you include your signed permission form for Habitat to visit with landlords, employers and others related to your application?
- Did you include the signed Equal Credit Opportunity Act document?

**DO NOT SEND ORIGINALS of any supporting documentation.** Copies of documents will not be returned. Only complete applications will be considered.

**APPLICATIONS MUST BE POSTMARKED or DELIVERED BY 5:00 pm on October 4, 2021 to:**

**Palouse Habitat for Humanity  
PO Box 3054 or 306 N. Main Street, Moscow, ID 83843**

**APPLICATION DEADLINE: October 4, 2021**

*Please consider applying to see if you could become our next Habitat homeowner!*