



## APPLICATION CHECKLIST

Applicant Name: \_\_\_\_\_

Co Applicant Name: \_\_\_\_\_

Orientation Date: \_\_\_\_\_ I did not attend an orientation: \_\_\_\_\_

**All applications must be received at the Post Office AND Postmarked OR delivered to our office by midnight, July 12, 2021.**  
**Late applications will not be eligible**

**INSTRUCTIONS:** Please check your application to be sure you have completed each item that pertains to you and/or your co-applicant. If for some reason you cannot provide a piece of information, write an explanation on the application, providing as much information as possible.

We have included a checklist below to make sure you submit all application documents. Check the boxes at the right of each line (Applicant and/or Co-Applicant) to indicate the information is included, and make sure to submit your application documents in the same order as they are listed on this checklist. **Remember – information requested is for both the applicant and the co-applicant.**

**For on-line application submissions, you must mail in your back up material. Include a copy of this checklist.**



Form/Document	Instructions	Applicant	Co-Applicant	Habitat Office Use Only
1. Primary Application Form	Applicant and co-applicant completes and signs; 1. Include letter describing current housing conditions & why you are applying for a Habitat house <b>(DO NOT FAX)</b> If there is a co-applicant they must complete and sign <b>(DO NOT FAX)</b>			
2. VETERANS ONLY: A copy of DD Form 214 Long Form (Certificate of Release or Discharge from Active Duty):	<b>NOTE: Any applicant or co-applicant that is a veteran. You will be required to verify your DD214 through the Veterans Resource Center in Lawrenceville. Address: 750 S Perry St Ste 300, Lawrenceville, GA 30046 Phone: (678) 226-9177 Hours: Monday: Appointment Only Tues-Thurs: 9 am – 4 pm Friday: Closed email:gwinnettvetresourcecenter@gmail.com</b>			
3. General Authorization Form	Both applicant & co-applicant sign and return with your application			
4. Authorization to Release Information - Landlord Reference	Applicant and co-applicant completes and signs; Gwinnett Habitat will contact the landlord			
5. Authorization to Release Information – Employment Verification	Applicant and co-applicant completes and signs; • Gwinnett Habitat will contact the employer			
6. Pay stubs	<b>Copies</b> of the last 3 months for both applicant and co-applicant			
7. Eligibility statement for Social Security Income (SSI)	Make a <b>copy</b> of eligibility statement, if applicable			
8. Proof of Child Support	<b>Copy</b> of court order or <b>copies</b> of checks			
9. Proof of Retirement and/or Disability benefits	<b>Copy</b> of statements of benefits			



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10. Credit Report for both applicant and co-applicant. <b>Equifax, TransUnion or Experian ONLY</b>	<b>Attach a written explanation of ALL balances that are not current.</b> A credit report from one of the 3 credit bureaus can be received <b>FREE</b> by calling <b>1-877-322-8228</b> or going online to <b>www.annualcreditreport.com</b>			
11. Bank Statements	<b>Copies</b> of past 3 <b>month's</b> statement for each: checking & savings account			
12. Federal Income Tax Return	<b>Copy</b> of last 2 years returns with W2's and/or 1099's			
13. U.S. Citizenship Verification or Permanent Resident Status	One of the following may be used – provide a copy – no originals: <ul style="list-style-type: none"> <li>• <b>Birth Certificate</b>, issued by a U.S. State (if the person was born in the United States), or by the U.S. Department of State (if the person was born abroad to U.S. citizens)</li> <li>• <b>U.S. Passport</b>, issued by U.S. State Dept.</li> <li>• <b>Certificate of Citizenship</b>, issued to a person born outside the United States who derived or acquired U.S. citizenship through a U.S. citizen parent; or</li> <li>• <b>Naturalization Certificate</b>, issued to a person who became a U.S. citizen after 18 years of age through the naturalization process</li> <li>• <b>Copy of Permanent Resident Card</b></li> </ul>			
14. Driver's License	Include a <b>copy</b>			
15. Automobile Title	Include a <b>copy</b> , if applicable			

