

Please provide supporting documentation for EVERY ADULT MEMBER OF THE HOUSEHOLD AGED 18 AND OVER. All documents must be legible to be considered. To help keep you organized, we recommend you print a copy of this checklist for each adult household member to use as a checklist.

Supporting Documentation

A. Proof of Identify: One form of legal identification for every adult, check below for which form of ID. *Required*

- CA Drivers License CA Identification Card US Passport

B. Social Security Card: Please contact Social Security at (800) 772-1213 if you cannot locate. *Required*

- Social Security Card

C. Proof of US Residency: One form of Proof of Residency is required for all household members aged 18 and over. *Required*

- Copy of Birth Certificate US Passport (if applicable)
 Non-US Passport with I-551 Stamp (if applicable) Green Card (if applicable)
 Other: _____ INS Form I-94 (if applicable)

D. Documentation of Employment Income: If employed, provide three (3) months of the most recent consecutive paystubs. *Required*

Please contact your Human Resources department if you cannot locate.

- Pay stubs for current month Dates covered _____ to _____ (e.g. 10/15/20 to 1/15/21)
 Pay stubs for prior month Dates covered _____ to _____
 Pay stubs for next prior month Dates covered _____ to _____

OR

If self-employed:

- A year-to-date Profit & Loss statement

E. Two (2) Months of documentation for any other income: *Required if applicable*

- Child Support Pension Foster Care
 Social Security Alimony Gift letter (if applicable)
 SSI Long Term Disability Other (please describe)

OR

F. If you are NOT earning income: *Required if applicable*

- Zero-Income Affidavit (If applicable, please request from Hello Housing.)

G. Last Three (3) years of Federal Tax Returns OR Verification of Non-Filing: *Required*

If you or any household member cannot locate your returns, please contact the IRS to request tax transcripts at (800) 829-1040 or online at <https://www.irs.gov/individuals/get-transcript>. If you or any household member were NOT required to file taxes for ANY OR ALL of the last three (3) years, please provide a "Verification of Non-Filing", which you can request by submitting a Form 4506-T to the IRS. This form is available online at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf> or you may request it by contacting the IRS at (800) 829-1040.

- 2019 Federal 1040 Tax Return or Verification of Non-Filing (if applicable)
 2018 Federal 1040 Tax Return or Verification of Non-Filing (if applicable)
 2017 Federal 1040 Tax Return or Verification of Non-Filing (if applicable)

H. Last Three (3) years of W-2's and 1099s: *Required if issued W-2s and/or 1099s*

Please contact your Human Resources department if you cannot locate. You may also call the IRS at (800) 829-1040.

- 2019 W-2s *W-2s should cover all reported income in same year's tax return*
 2018 W-2s
 2017 W-2s

Please note, applications that are missing any of the supporting documentation for any adult household member aged 18 and over, which do not include a letter of explanation or supplemental documentation may be deemed an incomplete application.

Supporting Documentation (continued)

I. Last Three (3) consecutive statements from ALL Financial Accounts: *Required*

Please include statements for ALL OPEN accounts for ALL household members, even if they contain a \$0 balance.

- Most recent three (3) consecutive Bank Statements
- Most recent three (3) consecutive statements for Retirement Accounts (401k, IRA, etc.)
- Most recent three (3) consecutive statements for Stocks, Mutual Funds, Profit Sharing accounts
- Most recent three (3) statements for CDs, Money Market accounts, etc.

J. Proof of Student Status: *Required if applicable*

- Copy of Current Registration OR an Unofficial Transcript

K. Copy of Credit Report: *Required*

- Copy of a recent credit report - a free credit report can be obtained at www.CreditKarma.com

L. Prequalification from a Lender: *Required*

- Prequalification letter from a lender for, at minimum, the purchase price of the home you are pursuing.
Please be sure your prequalification letter indicates your Back-End Debt to Income Ratio.

M. Preference Point Verification Documentation: *Required*

- At least one acceptable document for each preference point category earned by household.