

## Application Document Checklist

These documents are required for every member of the household aged 18 and over

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

- CA Driver License       CA Identification Card       US Passport

**B. Social Security Card or ITIN Number:** Contact the Social Security Administration at (800) 772-1213 if you cannot locate. *Required*

- Social Security Card       ITIN Authorization Letter

**C. 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. 1/1/20 to 3/31/20)  
 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

**D. 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

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

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

**F. 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      or       Verification of Non-Filing (if applicable)  
 2018 Federal 1040      or       Verification of Non-Filing (if applicable)  
 2017 Federal 1040      or       Verification of Non-Filing (if applicable)  
 2016 Federal 1040      or       Verification of Non-Filing (if applicable)

**G. Last Three (3) years of W-2s:** *Required if issued W-2s*

*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  
 2016 W-2s

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

*Please include statements for ALL OPEN accounts, even if they contain a \$0 balance. Write N/A if you do not have such accounts. Computer printouts are acceptable ONLY if they contain a complete account number, begin & end balances, and begin & end dates.*

- 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.

**I. Explanation of Deposits:** *Required for all deposits over \$500*

- Please complete App - Page 13.

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

- Copy of Current Registration OR an Unofficial Transcript

**K. Copy of Credit Report including FICO Score:** *Required, a free credit report can be obtained at [www.CreditKarma.com](http://www.CreditKarma.com)*

- Copy of a recent credit report with FICO Score

**L. Prequalification from a Lender:** *Required*

- Prequalification letter from a lender for, at minimum, the purchase price of  
**Please be sure your prequalification letter indicates your Back-End Debt**

**M. Preference Point Verification Documentation:** *Required*

Living in Concord preference

- Tax Return       Current paystubs with a Concord address  
 Lease       Utility Bill

Working in Concord preference

- W-2s       Current paystubs showing an employer with a  
 Letter from employer      Concord address