



Greater Indy Habitat for Humanity Application Documents Checklist

The following information should be provided to Habitat for Humanity of Greater Indianapolis with your completed application. We need all items that apply to you. Check off these items as you collect them.

Your application is not complete until you have submitted all of the documents that apply to you.

APPLICANT NAME(S): _____

Attached application filled out completely and \$50.00, non-refundable application fee per adult signing the application. WE DO NOT ACCEPT CASH... CHECK OR MONEY ORDER ONLY

- Photocopy** of government issued photo identification card for every person over the age of 18 (i.e., driver's license, state ID card, green card).
- Copies of both your W2's AND Signed Tax Returns for 2014, 2015. If you need to request copies, call the IRS at 800-829-1040. If you did not file, please request an IRS letter stating you did not file.
- Copies of sixty (60) days most recent pay stubs.
- Copies of documentation to support other income received (Pension Statement, Social Security Award Letter, Disability Award Letter, Adoption Assistance).
- Child Support 12-Month Payment History. **If you are not receiving child support, you, still, need to provide an Official Child Support Payment Record from the Child Support Division, 200 E. Washington Street, W-123, Indianapolis, IN 46204, 317-327-4709.**
- Copies of the last two (2) months bank statements on any and all accounts. These must be from your bank. If your paychecks are put on debit cards (NetSpend, for example), please bring in the account statements for last two (2) months. All pages from each statement required—even if the last page is blank.
- A letter explaining, in detail, your NEED to partner with Habitat for a home.
- A letter explaining any poor credit, judgments, bankruptcy, foreclosure, etc. if applicable.
- A letter of reference from current and past landlord with landlord's name, address and phone number to verify and a copy of your lease. If rented from a relative, please have letter notarized.
- Student loan account information (remaining balance, payment amounts, payment plan, deferment status).
- Divorce papers (if applicable).
- Social Security cards for all family members and Birth Certificates for children under 18 years old.
- Photograph of the family.

Fax: 317-777-6164

Phone: 317-921-2121 x120

Email: homeownership@indyhabitat.org