Habitat for Humanity® South Sarasota County

Homeownership Program Document Checklist

- ❑ **Copy of Valid Photo I.D. of all household members age 18 and over**
  - Copy of Driver License (color copy); or
  - State-issued ID (color copy); and,
  - If not a US Citizen, copy of Permanent Resident Alien card (color copy of front and back)
- ❑ **Copy of birth certificates for everyone living in the home**
- ❑ **Social Security card for everyone living in the home**
- ❑ **Proof of Income for everyone living in the home:**

  If employed:
  - Copies of most recent 90 days of paystubs
  - Copies of two most recent tax returns, including W2 forms

  If self-employed:
  - Copies of two most recent tax returns (including 1099 forms and schedule C)
  - Current year-to-date Profit & Loss Statement

  Benefits (Social Security, Disability, Retirement:)
  - Copy of updated/current award letter stating the monthly benefit, and duration, if applicable

  Alimony/Child Support:
  - Copy of court order showing amount awarded
  - Copy of case history showing amounts disbursed
  - If not court ordered, 6 months of payment history
  - If divorced, copy of divorce decree

  Other:
  - Award letters for other assistance, if applicable, i.e.:
    HUD
    SNAP/Food Stamps
    Housing
- ❑ **Bank statements:**
  - Copies of the most recent 6 months of all bank statements, checking, savings, other, for all members of the household
  - Copy of most recent 401(k) statement(s), if applicable
- ❑ Rental agreement for current place of residence
- ❑ Employer contact information