



# Application Checklist (Step I)

**THE FOLLOWING ITEMS MUST BE TURNED IN WITH YOUR APPLICATION IN ORDER FOR IT TO BE CONSIDERED COMPLETE. FAILURE TO PROVIDE THE REQUESTED ITEMS MAY RESULT IN YOUR APPLICATION BEING DENIED.**

- A. \$25.00 non-refundable application fee. You can pay the fee:**
  - i. Online during an open enrollment period.**
  - ii. At Habitat HQ during an open enrollment period.**
    - 1. Application fees can be made in the form of money order or cashier's check, made payable to "Habitat for Humanity Greater Orlando & Osceola County."**
- B. Copies of a valid driver's license or Florida state identification card for every adult in the household**
- C. Copies of four (4) most recent pay stubs for:**
  - i. Individuals applying for the mortgage loan**
  - ii. For all household members**
  - iii. If the applicant(s) have more than one job, we will require four (4) recent pay stubs from all employers.**
- D. For Self-Employment we require the following:**
  - i. Must show a two year self-employment history**
  - ii. Must provide 2-year Tax Returns**
  - iii. Must include the Profit & Loss statement (P&L)**
    - 1. You must file a form 1040 schedule C to report income/expenses**
  - iv. We must have signed IRS 4506-T (Transcript Request) for the last two (2) years.**
- E. Verification/Award letter for any benefits your family receives (SSI, Social Security, Pensions, Alimony, TANF, etc.)**
  - i. Forms must be dated within the last 60 days**
  - ii. Needed for all household members if applicable**
- F. If Child Support has been ordered for any children in the household, we will need a copy of the Child Support Order as well as the most recent 12-month payment history from the State.**
- G. Copies of Income Tax returns for last two years**
- H. Copies of W-2(s) from employer(s) for the last two years or the 1099 form for the last two years**

**\*\*\*We may request additional documents as we process your application.**

