

DOCUMENT CHECKLIST

The below check list will help ensure you submit all the required documentation. The **original** application must be returned to Habitat. Please keep a copy of the application for yourself. For all other required documentation please **submit clear copies (DO NOT BRING ORIGINALS)**. Please be sure to include documents for all applicants and all household members.

- Application form (attached)
- 1040 Federal tax return for the **past TWO years**. All family members over 18 years with income.
- Current pay stubs (**for past two months**). All family members over 18 years with income.
- Copies of final pay stubs for **past TWO years** (December last pay stubs). All family members over 18 years with income.
- If self-employed, a year-to-date profit and loss statement for **past TWO years**
- Current bank statements (checking & savings). For **all** family members over 18 years, with income.
- \$30-dollar check or money order payable to Green Bay Habitat for Humanity (**nonrefundable fee**)
- If you rent your current residence supply a copy of your lease & evidence of recent rent payment (money order receipt, bank statement, canceled check)
- Copies of any benefit statements or any other income for all members of the household (some examples below):
 - Supplemental Security Income (SSI)
 - Social Security Disability (SSDI)
 - Rental Assistance (Section 8/ICS)
 - Social Security
 - Child Support
(1 year history and court order)
 - Short/Long term disability
 - VA benefits
 - Tribal Benefits
 - Pension
 - Alimony
 - Other

****MORE ITEMS ON NEXT PAGE****

- ___ Proof of permanent residency for all members of the household. Include all the following: Please bring copies and originals.
 - ___ Current unexpired driver's license or Wisconsin ID for all applicants. All members over 18. (Bring All Original ID's)
 - ___ Birth certificate for everyone who will be living in the household.
 - ___ Permanent resident card, if applicable (check expiration date). All members
 - ___ Social security cards for everyone who will be living in the household.
 - ___ Certificate of Citizenship, if applicable