



Application Checklist

	Applicant	Co-Applicant	18 years and older
Application	Yes	Yes	<i>included</i>
<i>Application must be postmarked by the due date 11/17/2017 Late applications will not be accepted. Please complete all pages. Make a copy for your records and submit the original application to HFHMM.</i>			
Paystubs/Proof of Income	Yes	Yes	Yes
<i>THREE MONTHS of consecutive paystubs or proof of income for all household members. Do not provide originals. Send copies.</i>			
W2 Forms	Yes	Yes	N/A
<i>TWO most recent W2 forms for applicant and co-applicant only, all jobs. Please include W2 forms for years 2015 and 2016. Do not provide originals. Send copies.</i>			
Federal Tax Returns	Yes	Yes	N/A
<i>TWO most recent federal tax returns for applicant and co-applicant only. Please include federal tax returns for years 2015 and 2016. Do not provide originals. Send copies.</i>			
State Tax Returns	Yes	Yes	N/A
<i>TWO most recent state tax returns for applicant and co-applicant only. Please include state tax returns for years 2015 and 2016. Do not provide originals. Send copies.</i>			
Bank Statements	Yes	Yes	N/A
<i>SIX MONTHS of consecutive bank statements for all accounts held by the applicant and co-applicant. Do not skip any pages. Please include the front and back. Do not provide originals. Send copies.</i>			
Additional Income Information	Yes	Yes	Yes
<i>Please include Official Verification of Social Security, disability, TCA, or other forms of assistance payments. Amount of payment, frequency, and term must be included.</i>			
Citizenship/Permanent Residency	Yes	Yes	N/A
<i>Copies of Green Card, US Passport, US Birth Certificate, Naturalization Certificate, Permanent Resident Card, Certificate of Citizenship</i>			
Consent to Criminal Background Check	Yes	Yes	Yes
<i>Page 11, section 10, of the application must be signed by all household members 18 years of age or older.</i>			
Consent to Credit Check	Yes	Yes	N/A
<i>Page 12, section 11, of the application must be signed by the applicant and co-applicant.</i>			
Credit Report Fee & Photo ID	Yes	Yes	N/A

*****\$18 FOR ONE APPLICANT ***\$25 FOR TWO OR MORE APPLICANTS*****

*A cashiers check or money order payable to "HFHMM" must accompany the application. **No cash or personal checks are accepted.***