

Dear Sir/Madam,

In order to complete the processing of your Habitat for Humanity homeowner application, please be advised the following documents and information are required.

Income Items Required:

- W-2 forms for the last two years or tax returns
- Most recent pay stub from your present employer showing year-to-date earnings and pay period
- Current employer(s) name, address, and phone number
- Previous Employer(s) name and address (if at your current job less than 2 years)
- Verification and explanation of commissions, bonuses, overtime, child support payments, and other income (**SSI, TANF**)
- Bankruptcy petition, discharge, and written explanation of any bankruptcy
- Final divorce or separation papers

Credit Items Required:

- Name, address, and phone number of present landlord
- Explanation letter for any slow pays, judgments, liens, defaults, foreclosures, bankruptcies
- Credit Report

Other Items:

- Most recent electric, gas, **and** telephone bills showing no delinquency
- Twelve months' history of all utility bills
- Most recent monthly/quarterly bank statements

Your application cannot be fully processed until the requested information is received. Delays in receipt of requested information may result in the expiration of your application. Other information may be requested during the processing of your application.

Please bring your completed application and all of the **supporting documents** to our office.

Macon Area Habitat for Humanity
690 Holt Avenue
Macon, Georgia 31204
(478) 745-0630 ex. 302
(478) 745-0679 fax