



# Homeowner File Checklist for Affiliate

These documents should be retained in a file for all Habitat homeowners who complete and close on a Habitat home.

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## Personal Identification Documents

- Birth certificate for each individual living in the Habitat home (including applicant(s)).
- Driver's license or state ID card for each individual in household 16 and over (if applicable).
- For veterans only – Copy of DD214
- Social security card for each individual living in the Habitat home (include applicant(s)).

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## Financial Documents

- Federal Tax Returns for past 2 years
- Pay stubs for applicant(s) for past 3 months
- Bank statements (checking and savings) for past 3 months
- Any additional income statements/award letters (social security, disability, retirement)
- Child support and/or alimony documentation (court order)
- Retirement/pension plan statements for past 3 months

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## Other application documents

- Credit report (Please provide complete credit report from at least one of the 3 credit bureaus. Use [www.annualcreditreport.com](http://www.annualcreditreport.com) for a free report).
- Current lease/rental agreement (if applicable).
- Divorce decree (if application). Separated couples are not permitted to apply.

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## Additional Habitat documents

- Completed and signed Home Visit form
- Habitat Homeowner Education Certification of Completion
- Completed sweat equity forms
- Signed Homeowner Partnership agreement
- Copy of Habitat Program acceptance letter
- Copy of Home Appraisal
- Copy of Homeowner's Insurance
- Signed Release of Information form
- Signed Equal Credit Opportunity & Privacy Act Notice
- Signed Press Release Authorization
- Home Closing/Mortgage Documents