



106 E. Kings Hwy., Suite 206  
 Shreveport, LA 71104  
 PHONE #: (318) 868-8040  
 FAX #: (318) 868-1465

WEBSITE: [www.nwlahabitat.org](http://www.nwlahabitat.org)

Applicant's Name: \_\_\_\_\_ Co-Applicant's Name: \_\_\_\_\_

## SUPPORTING DOCUMENTATION CHECKLIST

### APPLICANT, CO-APPLICANT, AND OTHER HOUSEHOLD MEMBERS

1. Review and complete this checklist by attaching a copy of each applicable document along with your completed application.
2. PROVIDE READABLE PHOTOCOPIES of the following items. (Do NOT send originals as they will not be returned).
3. Applications will be incomplete without all applicable supporting documents. Incomplete applications will NOT be processed.

VERIFICATION OF IDENTITY AND RESIDENCY	Applicant	Co-Applicant	Other Household Members	HFH NWLA Use Only
Government Issued Photo Identification for all household members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social Security Cards for all household members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Birth Certificates for all household members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permanent Resident Card or Alien Registration Cards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>VERIFICATION OF HOUSEHOLD INCOME (e.g. Award Letters, Court Orders, Cost of Living Increase Notices, etc.)</b>				
Eight (8) or more consecutive paystubs (most recent)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Federal Income Tax Returns with W-2 forms (Last 2 years)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Income Tax Returns with W-2 forms (Last 2 years)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checking and Savings Account Statements (past 6 months)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Award letter(s) for SSA/SSI or VA Compensation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Award Letter for Disability, Unemployment, or Worker's Compensation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Award letter(s) for Supplemental Nutrition Assistance Program (SNAP) / TANF / Food Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Award letter(s) for Child Care Assistance Program (CCAP) benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Award letter(s) for Family Independence Temporary Assistance Program (FITAP) benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Award letter(s) for Kinship Care Subsidy Program (KCSP) benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Court Orders or Certification letter(s) for Child Support and Alimony	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Income from Retirement, Pension Fund, Survivor's Benefits, Annuities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Income from Property or Rentals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Income from Interest, Dividends, Trust Funds, or Royalties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>UTILITY BILLS (Attach 2 or more most recent bills per utility)</b>				
Utility Bills: ___Electric ___Gas ___Water/Sewer ___Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RENTAL INFORMATION</b>				
Rental lease agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental receipts (past 6 months)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CREDIT AUTHORIZATION</b>				
Credit History and Background Information Authorization and Release	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>