

## CHECKLIST for Application SUBMISSION

- Y Application form completed and signed by applicant(s);
- Y Affidavit & Certification completed, signed by applicant(s);
- Y Employment Verification form (page X) signed by applicant, staff will submit directly to Employer;
- Y Certification of Zero Income (if applicable);
- Y Proof of Unemployment Application Submission;

### Documents that APPLICANT must add to the Application:

- Y Copy of Most recent Mortgage Statement
- Y Copy of Utility Bills
- Y Copy of Applicant(s) and household members (over 18) - TX Driver's License, TX Identification Card, or Passport;
- Y Copy of applicant(s) and all others household member social security cards;
- Y Copy of Birth Certificate for all children residing in household (under 18)
- Y Copy of applicant(s) and NPS Permanent Resident Card (if applicable);
- Y Income Documentation (for all age 18+ household members):
  - o A *minimum* of 4 paystubs prior to job loss/reduction for all household members; AND
  - o Income from benefits: recent proof of amount of periodic payments received by any member of the household from Unemployment, TANF, Social Security, disability/death benefits, pensions, retirement, annuities, trust insurance policies, and other similar types of periodic benefits payments; AND
  - o Other income: proof of most recent three months payments in lieu of earnings received by any member of the household, such as unemployment and disability compensation, worker's compensation, severance pay, net income from business, child support payments, spousal support/alimony payments, and/or regular contributions or gifts received from persons not residing in dwelling; AND
  - o Most recent signed Tax Return or TRANSCRIPTS (all pages and schedules)
  - o Year-to-date, signed Profit & Loss Statement for self-employed;
  - o Business Returns and Schedule K1s if applicable;
- Y Asset Documentation (for all household members, regardless if on senior lien or not):
  - o Most recent 6 months of asset statements (all pages, even the blank ones) for Checking, most current asset statement for Savings, Money Market, CDs, 401K, etc
- Y Proof of all expenses (Utilities, Phone, Insurance, Medications, Childcare, etc.) which will be included in Cash Flow Analysis

**Revised 8/10/20**