



Client Checklist

Personal Data

- ☐ Photo I.D. for each person in the house over 18 years old. (I.D. must be current)
- ☐ Social Security Card for each Person in the house
- ☐ Copy of Divorce Decree
- ☐ Copy of Legal Separation Papers
- ☐ Copy of bankruptcy papers (Chapter 7 or Chapter 13)

Income for Employed

- ☐ Pay stubs for the most recent 30 days of employment.
- ☐ Past two year tax returns including W-2 form.
- ☐ Name and address of all employers within the last 24 months.
- ☐ Verification of SNAP benefits – Must be dated with 60 days.

Income for Retired or Disabled

- ☐ Verification of Social Security/SSI/Disability/other assistance – must be dated within 60 days.
(Request a copy from the Social Security Office or Call and they will mail one to you.)
- ☐ Verification of any and all pensions and retirement funds.
- ☐ Verification of SNAP benefits – Must be dated with 60 days.
- ☐ Verification of child support or alimony.

Residence

- ☐ Copy of Deed to land that has been recorded at the Courthouse.
- ☐ Property card (pick up a copy at the PVA office in your county courthouse.)
- ☐ Copy of Homeowner's Insurance. (Not having insurance will **NOT** affect your application)
- ☐ Copy of Title to your mobile home.

Assets and Debts

- ☐ 2 months of bank statements for all bank accounts. (Including checking and savings)
- ☐ Monthly Payments (car, furniture, loans, credit cards, etc.) (Account number, name, address of company, monthly payment and estimated balance required)
- ☐ Copies of all stocks, investments, savings bonds, or other assets.

Once you have all of the applicable documentation, please contact HDA for the next step.
(606) 436-0497 or email Carson at Carson@housingdevelopmentalliance.org

