COMMUNITY LAND TRUST (CLT) WORKFORCE HOUSING PROGRAM CHECKLIST
OF REQUIRED DOCUMENTATION (COPIES ONLY, NO ORIGINALS)

			APPLICANT	CO-APPLICANT	18&OVER
1.	Application form completed with signature(s)		**Yes □ N/A □**	**Yes □ N/A □**	**Yes □ N/A □**
2.	Disclaimer Credit Statement Agreement form		**Yes □ N/A □**	**Yes □ N/A □**	**Yes □ N/A □**
3.	Acknowledgment form		**Yes □ N/A □**	**Yes □ N/A □**	**Yes □ N/A □**
4.	Authorization to Obtain Credit Report form		**Yes □ N/A □**	**Yes □ N/A □**	**Yes □ N/A □**
5.	Community Land Trust Workforce Housing Program checklist.		**Yes □ N/A □**	**Yes □ N/A □**	**Yes □ N/A □**
6.	Completed and signed 4506 IRS Tax Form. **Please return to LIHP**. Do not send $50 fee.		**Yes □ N/A □**	**Yes □ N/A □**	**Yes □ N/A □**
7.	Notarized "gift" letter.		**Yes □ N/A □**	**Yes □ N/A □**	**Yes □ N/A □**
8.	Four (4) most recent, consecutive paystubs that indicate year-to-date gross income. If year-to-date is not included on paystub, a letter from employer on company stationery is required**.** The employer letter must state the start date, rate of pay, hours worked per pay period, frequency of pay and year to date gross income.		**Yes □ N/A □**	**Yes □ N/A □**	**Yes □ N/A □**
9.	**Self-employed** applicants must provide a letter from a CPA or attorney indicating the amount you expect to receive for the next 12 months **OR** must provide a notarized **year-to-date** profit and loss statement.		**Yes □ N/A □**	**Yes □ N/A □**	**Yes □ N/A □**
10.	Documentation for **social security (copy of 2019 award letter),** Pensions, disability, unemployment, retirement funds, alimony, etc		**Yes □ N/A □**	**Yes □ N/A □**	**Yes □ N/A □**
11.	W2 statement(s) and 1099 Statement(s).	**2018**	**Yes □ N/A □**	**Yes □ N/A □**	**Yes □ N/A □**
12.	Copies of **SIGNED federal tax returns** with required schedules for the last three years. **(Please sign 2nd page bottom of your 1040 federal returns where it says "sign here". If you filed 1040EZ, please sign first page bottom of your return where it says "sign here"** If you cannot locate your federal tax returns, you can go to the IRS website and printout the **tax return transcript** and **wage and income** transcript.	**2018** **2017** **2016**	**Yes □ N/A □** **Yes □ N/A □** **Yes □ N/A □**	**Yes □ N/A □** **Yes □ N/A □** **Yes □ N/A □**	**Yes □ N/A □** **Yes □ N/A □** **Yes □ N/A □**
13.	Two (2) most recent consecutive months of bank statements **(all pages) OR** 60 days printout of transactions for all accounts. The statement/printout must show the name of the bank, account holder's name, running balance and the last four digits of the account number.		**Yes □ N/A □**	**Yes □ N/A □**	**Yes □ N/A □**
14.	Most recent statement (all pages) for retirement and investment accounts.		**Yes □ N/A □**	**Yes □ N/A □**	**Yes □ N/A □**
15.	Legal separation agreement/stipulation of settlement or divorce decree.		**Yes □ N/A □**	**Yes □ N/A □**	**Yes □ N/A □**
16.	Permanent Residency ID Card.		**Yes □ N/A □**	**Yes □ N/A □**	**Yes □ N/A □**

ALL HOUSEHOLD MEMBERS OVER THE AGE OF 18 MUST SUBMIT ALL REQUIRED DOCUMENTS.

PLEASE SUBMIT DOCUMENTS IN THE ORDER LISTED ABOVE

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Applicant's signature Date Co Applicant's signature Date