

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 <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
2.	Disclaimer Credit Statement Agreement form	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
3.	Acknowledgment form	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
4.	Authorization to Obtain Credit Report form	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
5.	Community Land Trust Workforce Housing Program checklist.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
6.	Completed and signed 4506 IRS Tax Form. Do not send \$43 fee. Please return to LIHP.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
7.	Notarized “gift” letter.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
8.	Four (4) most recent, consecutive paystubs 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 title/position, start date, rate of pay, hours worked per pay period, frequency of pay and year to date gross income.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
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 <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
10.	Documentation for social security (copy of 2021 award letter) , Pensions, disability, unemployment, retirement funds, alimony, etc	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
11.	W2 statement(s) and 1099 Statement(s). 2020	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
12.	Copies of SIGNED federal tax returns with required schedules for the last three years. 2020 2019 Please sign your 1040 federal returns 2018 where it says “sign here” . If you cannot locate your federal tax returns, you can go to the IRS website and print the tax return transcript and wage and income transcript.	Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/>
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 <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

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**
17. Application fee of \$100 **Yes** **N/A**

**ALL HOUSEHOLD MEMBERS OVER THE AGE OF 18 MUST SUBMIT ALL REQUIRED DOCUMENTS.
PLEASE SUBMIT DOCUMENTS IN THE ORDER LISTED ABOVE**

Applicant's signature Date
Date

Co Applicant's signature