

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. Please return to LIHP. Do not send \$50 fee. | 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 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 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 2019 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). | 2018 Yes <input type="checkbox"/> N/A <input type="checkbox"/> | 2018 Yes <input type="checkbox"/> N/A <input type="checkbox"/> | 2018 Yes <input type="checkbox"/> N/A <input type="checkbox"/> |
| 12. Copies of SIGNED federal tax returns with required schedules for the last three years. (Please sign your 1040 federal tax returns 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 . If you did not file any of these years, provide certificate of non filing from the IRS. | 2018 Yes <input type="checkbox"/> N/A <input type="checkbox"/> 2017 Yes <input type="checkbox"/> N/A <input type="checkbox"/> 2016 Yes <input type="checkbox"/> N/A <input type="checkbox"/> | 2018 Yes <input type="checkbox"/> N/A <input type="checkbox"/> 2017 Yes <input type="checkbox"/> N/A <input type="checkbox"/> 2016 Yes <input type="checkbox"/> N/A <input type="checkbox"/> | 2018 Yes <input type="checkbox"/> N/A <input type="checkbox"/> 2017 Yes <input type="checkbox"/> N/A <input type="checkbox"/> 2016 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 <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"/> |
| 15. Legal separation agreement/stipulation of settlement or divorce decree. | 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"/> |
| 16. Permanent Residency ID Card. | 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"/> |
| 17. Application fee of \$100. | Yes <input type="checkbox"/> N/A <input type="checkbox"/> | | |

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

Co Applicant's signature

Date