



CHECK LIST OF REQUIRED DOCUMENTATION
(COPIES ONLY, NO ORIGINALS)

	<u>PRIMARY APPLICANT</u>	<u>CO-APPLICANT</u>
1. Application form completed with signature(s) and \$100.00 non-refundable application fee payable to: Long Island Housing Partnership, Inc.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
2. A <u>SIGNED</u> copy of the Program Guidelines Acknowledgment	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
3. Authorization to Obtain a Credit Report Form	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
4. Copies of SIGNED Federal Tax Returns with required schedules and W-2 statement for the last three (3) years and 1099's if applicable. If you did not file taxes for any of these years, please submit verification of non-filing from the IRS.	2016 Yes <input type="checkbox"/> 2015 Yes <input type="checkbox"/> 2014 Yes <input type="checkbox"/>	Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/>
5. Completed and SIGNED IRS Tax Form 4506	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
6. Four (4) most recent consecutive pay stubs that indicate year-to-date gross income. If year-to-date is not included on pay stub, a letter from employer on company stationery is required.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
7. Two (2) months most recent consecutive bank statements <u>(All Accounts/All Pages)</u>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
8. Documentation for Social Security, Pensions, Disability, Unemployment, etc.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
9. School transcripts for family members over 18 (if applicable)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
10. Legal separation agreement or divorce decree (if applicable)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
11. Permanent Residency ID Card (if applicable)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
12. Proof of sale or HUD-1 Settlement Statement for any home sold within last 3 years.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
13. All household members over the age of 18 must submit the information requested listed in numbers 4-11, if applicable.		

Comments:
