

HOMES OF HOPE APPLICATION CHECK LIST

Name(s):

Date Received:

Phone Number:

Drivers licenses or State Issued ID

Social Security Cards

Application- completely filled out, Release and Consent Form must be signed.

Payment (\$30 per person)

Proof of Income**ALL proof of income MUST be no more than 3 months old! **

Paychecks: 2 months, must be consecutive (if paid weekly- 8 paycheck stubs; if bi-weekly - 4 paycheck stubs)

Prospective tenant signature on Employment Verification Form

Employment Verification

*If unsuccessful: Third Party Employment Verification Attempt

Proof of child support (received or not):

If child support is received (but not court ordered), notarized letter from father with his contact information and amount paid.

If court awarded (received or not):

One year print out from Family Court required

and/or Court stamped award letter or divorce letter

Prospective tenant signature on Child Support Document

If child support is not court awarded:

Court record search to verify

Prospective tenant signature on Child Support Document

Resident Research

Rental History

AMI %: _____

Number of potential occupants: _____

Special Requirements: _____

Notes: _____