

# Habitat for Humanity Charlotte Region Initial Application Documentation Checklist

<input checked="" type="checkbox"/>	<b>Documents Needed</b>	<b>Notes if any (please read carefully)</b>
	2 Consecutive Months of Income Documents/Paystubs	Need to have been at this job a minimum of 6 months prior to applying or up to 12 months if you did not change jobs for better pay or benefits
	Proof of Other Income (Social Security, Social Security Disability, Child Support, Alimony, Pension)	Social Security for dependents may be included if you are the payee. Child Support and Alimony may be included if it is court ordered and you can provide at least 12 months of payment history.
	Previous 2 years of Tax Returns if Self Employed	Must include Schedule C page of Tax Return
	DD – 214 ** Veterans Only**	
	Money Matters Certificate **Money Matters Graduates Only**	
<input checked="" type="checkbox"/>	<b>Other Information Needed</b>	<b>Notes if any (please read carefully)</b>
	Name and Date of Birth for all Household Members	
	Current Employer/Employment Information, including employment dates	Please have the Human Resources number available for Verification of Employment purposes
	Previous Employer/Employment Information, including employment dates, if you have not been at your current job for the last 24 months	Please have the Human Resources number available for Verification of Employment purposes
	Current and usable email address	
	Basic knowledge of your current credit standing in order to answer declaration questions	See credit information below for further resources

**Social Security Office-Charlotte**-2201 Coronation Blvd. Suite 100 Charlotte, NC 28227 -Open Monday, Tuesday, Thursday & Friday 9:00 am-4:00 pm; Wednesday 9:00 am-12:00 pm (800)772-1213 (800)325-0078 (TTY)

- You can now apply for a new Social Security Card online at this website: <https://www.ssa.gov/myaccount/>

You can receive a free copy of your credit report from each of the nationwide consumer reporting agencies once a year. To order your free annual credit report by phone call 1-877-322-8228, on the internet at [www.annualcreditreport.com](http://www.annualcreditreport.com) or by mail, you print off your request via [www.ftc.gov/bcp/online/include/requestformfinal.pdf](http://www.ftc.gov/bcp/online/include/requestformfinal.pdf) then mail it to

Annual Credit Report Request Service

P.O. Box 105281

Atlanta, GA 30348-5281

- If you would like to dispute anything on your credit report for Experian go to this website: <http://www.experian.com/disputes/how-to-dispute.html>
- If you would like to dispute anything on your credit report for Avantus go to this website: <http://www.avantus.com/dispute-credit-report.shtml>
- If you would like to dispute anything on your credit report for Equifax go to this website: <https://www.ai.equifax.com/CreditInvestigation/home.action>

