

Habitat for Humanity Charlotte Region 2nd Review Phase Documentation Checklist

<input checked="" type="checkbox"/>	Documents Needed	Notes if any (please read carefully)
	2 Consecutive Months Bank Statements from All household members with an account	Transaction Statements will ONLY be accepted for Money cards
	Last two years of Lease agreement (if it is the same place, a letter from the complex stating how many years you have lived there)	If you have lived in your residence for less than 1 year, please turn in a previous leasing agreement.
	If you do not have rental history for 12 of the last 18 months please be prepared to provide documents to prove Financial Responsibility.	We will possibly need the following 5 items: Copy of a lease if your name was on it for 6 of the last 18 months, proof of having contributed \$250 or more towards rent for 12 of the last 18 months, or proof of a major household bill in your name for 12 of the last 18 months.
	Valid Picture ID for every household member over the age of 16	
	DD – 214 ** Veterans Only**	
	Social Security Cards for every member of the household	
	Birth Certificates, Legal Permanent Residence cards, Green cards or proof of legal residence in the United States for all household members	
	Report cards, progress reports or transcripts for all members of the household enrolled in school	Must have the household member's name on it and the applicant's current address
	Last two months of income for <u>all</u> members of the household who receive income	This can be in the form of paystubs or award letters
	Student Loan Repayment Program Documents **If Applicable**	
	If applicable, divorce decree or legal separation agreement	Only legal documents will be considered
	Last Two Years of Tax Returns (Tax Form 1040)	___2020___2021
	Last Two Years W-2's or 1099's	___2020___2021

***PLEASE NOTE THAT WE MAY ASK FOR ANY REQUIRED DOCUMENTS MULTIPLE TIMES THROUGHOUT THE APPLICATION PROCESS BECAUSE WE NEED THE MOST CURRENT DOCUMENTS ON FILE. ***

****DELINQUENT AND OUTSTANDING DEBT MUST MEET OUR PROGRAM GUIDELINES THROUGHOUT THE ENTIRE APPLICATION PROCESS. ****

***Additional helpful resources are listed on the back if you are missing any of the documents listed above. ***



Division of Motor Vehicle Offices in Charlotte

- **East Charlotte Driver License Office**-6635 Executive Circle, Suite 130 Charlotte, NC 28212-Open Monday-Friday 7:00 am-5:00 pm and Saturday 8:00 am-12:00 pm (704)531-5563
- **South Charlotte Driver License Office**-201-H West Arrowwood Road Charlotte, NC 28217-Open Monday-Friday 7:00 am-5:00 pm and Saturday 8:00 am-12:00 pm (704)527-2562 (704)527-2563
- **West Charlotte Driver License Office**-6016 Brookshire Boulevard Charlotte, NC 28216-Open Monday-Friday 7:00am-5:00 pm and Saturday 8:00 am-12:00 pm (704)392-3266 (704)392-3267

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/>

Mecklenburg County Vital Records Office-700 East Stonewall Street Charlotte, NC 28202-Open Monday-Friday 8:30 am-4:30 pm (704)336-2819

- You can request documents online as well at this website:
<http://charmec.org/mecklenburg/county/ROD/VitalRecords/Pages/default.aspx>

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 or by mail, you print off your request via 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>

