

# CRITICAL HOME REPAIR

## Required Document Checklist

Applicant Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Name: \_\_\_\_\_ (if other than listed above)

Deadline Date: \_\_\_\_\_ **Deadline is 10 business days from today(s) date**

*Income Documentation– Required for Everyone Living in the Home over the age of 18.*

DOCUMENT	Specifics	REQUIRED	RECEIVED
<b>2024 Social Security Award Letter</b>	<i>Social Security Office: 1-800-772-1213 or www.ssa.gov</i>		
<b>2024 Disability Award Letter</b>	<i>Social Security Office: 1-800-772-1213 or www.ssa.gov</i>		
<b>2022 or 2023 (if available) 1099-Form for Pensions, Retirement, Death Benefits or other Benefits Received</b>			
<b>Pay Stubs – last 8 weeks</b> (2 stubs/monthly, 4 stubs/bi-weekly or 8 stubs/monthly)	<i>Contact your employer for copies of your stubs if you don't have them on hand.</i>		
<b>Bank Statements* – last 2 months ALL ACCOUNTS</b> <small>*must be official bank statement with bank's logo</small>	<b>MONTHS:</b> <b><u>NOVEMBER '23</u>      <u>DECEMBER '23</u></b>		
<b>Supporting Documentation:</b>			
Death Certificate or Inheritance Documents	<i>Required if any name(s) other than applicant appear on the Deed</i>		
Identification (photo ID)			
DD-214	<i>Veterans Administration: 1-800-827-1000 or www.va.gov/records</i>		
Certificate of No Bank Account <small>Habitat provided document</small>			
Certificate of No Income <small>Habitat provided document</small>			
Intent to Occupy <small>Habitat provided document</small>			
Program Acknowledgement Form <small>Habitat provided document</small>			
Third Party Information Release <small>Habitat provided document</small>			
Consent to Repair <small>Habitat provided document</small>			
Authorization to Release Information <small>Habitat provided document</small>	<b>*any Household member age 16+</b>		

### Returning your Documents\*:

- 1) Email scans to: [chrapplications@habitatcltregion.org](mailto:chrapplications@habitatcltregion.org)
- 2) Office: deliver **copies** of documents to office at 3816 Latrobe Dr (**hours: Monday – Friday 9:00-1:00, 1:30 – 5:00**)
- 3) Mail to: CHR Application Processing, 3816 Latrobe Dr, Charlotte NC 28211

**\*Ensure email, mail or dropped off documents reference the applicant name and property address\***