



Applicant Document Checklist

Below are items that are required in order to have a complete application for Homeownership. It is very important to submit as many of these documents as you can with your application, and know that all documents are required to move forward. These documents are required by Habitat for Humanity of Dutchess County and whatever banking institution you choose to carry your mortgage.

Required Financial Support Documents:

- Copy of most current tax return for ALL members of the household age 18 or older
- Copy of most current W2's for ALL members of the household age 18 or older
- Copy of 2 of the most current paystubs for ALL members of the household age 18 or older

Please note: If you are accepted as a Partner in the Habitat for Humanity of Dutchess County INC Homeownership Program, you will be required to update the above documents throughout your partnership

Additional Financial Support Documents- *Please provide the following if any apply to your household:*

- Alimony or Child Support (if you receive OR pay) letter or court document stating amounts
- Proof of Social Security and/or Disability (most current award letter)
- Proof of Housing Subsidy (Voucher or letter for Section 8)

Required Identification Documents

- Government issued photo ID (License, non-drivers ID, Passport) for ALL members of household age 18 or older
- Landlord Letter & Verification (Can be copy of lease, Letter from Landlord, Letter from HUD)

Applicants meet all of the following qualifications for the Habitat for Humanity of Dutchess County INC Homeowner Partnership Program:

- Willingness to partner (time commitment in this program is approximately 18 months- 2 years)
 - Partnering means performing sweat equity, or time dedicated to serving your community in return for an affordable home, and completing Homeowner Education Classes
- Income for household members is a minimum of \$35,000 and is between 30%-80% AMI of Dutchess County
- Need for Safe, decent, affordable housing
- Pass both criminal history and sexual offender history background checks for ALL members of household age 18 or older
- Submit completed application and supporting documents

Please note the **next Application** Period for Habitat Dutchess is **September 1, 2022-October 1, 2022**. We **cannot accept** applications outside of the application period. Applications received **before or after** the application period **will not be kept on file**.