



Habitat for Humanity of Chester County
1847 E. Lincoln Highway
Coatesville, PA 19320
Tel (610) 384-7993 x 14
www.hfhcc.org

CHECKLIST OF ITEMS NEEDED FOR APPLICATION (copies only originals will not be returned. *If you do not have two consecutive years of tax returns, you cannot apply.*

- Proof of identification: government photo id and social security card for all family members, children included. **If new to the United States you must have “permanent residency status” and lived or worked in Chester County for at least a year.**
- Copies of birth certificates for all children and/or dependents on application.
- Marriage certificate.
- Proof of public assistance funds, if applicable. For example, food stamps, SSI, child support, alimony, etc.
- Pay stubs for the most recent consecutive 60 days.
- All checking, credit union and retirement fund statements (401k, etc.) for the last two months.
- W-2 forms from all employers for the past two consecutive years, **federal tax returns for the last two years with all schedules. If you do not have two consecutive years of tax returns you cannot apply at this time.**
 - If self employed, a current year-to-date P&L may be necessary. Corporate and/or partnership returns may also be needed.
- Correct and complete addresses and phone numbers of present and former employers, landlords, banks, creditors, etc. for the last two years.
- If applicable*, 1099 Forms for all other sources of income for the past two years.
- If applicable*, bankruptcy filing papers (schedule of debtors - all pages), discharge letter, and letter of explanation from you as to the circumstances surrounding the bankruptcy.
- If applicable*, complete copies of divorce and/or separation agreements, custody agreements and child support orders.

ALL OF THE INFORMATION ABOVE IS NEEDED TO ASSESS YOUR APPLICATION. *If you do not have two consecutive years of tax returns, you cannot apply.*



We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.