

Submit the Following Documents with the Application:

Below you will find a list of documents that we **require to be submitted with the application**. These documents should be submitted for all household members **18 or older** (even if not an applicant/ co-applicant) that receive income. The application is considered **incomplete** if it is missing supporting documents. Please note that some of the documents listed below may not apply to you. Please contact us at **434-293-9066** or **familyservices@cvillehabitat.org** if you have questions.

- All **PAY STUBS** received in **January 2025** and **February 2025**
- If self employed, **INCOME AND EXPENSE TRACKER** for **January 2025**, **February 2025**, and **March 2025** (See attached if applicable)
- Other **2025 INCOME DOCUMENTS** (Social Security, Pension, TANF, SNAP, etc.)
- Documentation of **2025 CHILD SUPPORT OR ALIMONY** (if applicable)*
- All **BANK STATEMENTS** (*please submit ALL pages*) received in **January 2025** and **February 2025** (checking, savings, retirement, etc.)
- **FEDERAL TAX RETURNS** filed for **2023** and **2024** (*please submit ALL pages*)
- All **W2s AND 1099s** received for **2023** and **2024** tax years
- **PICTURE ID** for ALL adults in the household
- Current **LEASE/ RENTAL AGREEMENT**
- All **UTILITY BILLS** received in **January 2025** and **February 2025** (including electricity, water/ sewer, gas, phones, cable/ internet if applicable)

*Alimony, child support and/or separate maintenance income are used to determine program eligibility and therefore must be disclosed, but the applicant or co-applicant may elect for this information not to be considered for repaying the loan. For child support, a transcript of payments from DCSE and/ or a bank statement showing deposits of support are needed.

PLEASE KEEP THIS FOR YOUR REFERENCE



Need help? Questions? Call 434-234-9066 or email familyservices@cvillehabitat.org

Updated 2024-0726