



## Homeownership Program



### Prepare to apply

- Fully complete the homeownership program application
- Gather and make copies of all the **required documents**- see list below

### Required documents: **DO NOT send in originals.**

- Copy of identification documents.**
  - A photo identification card for all household members age 18 or older.
  - Permanent resident card, if applicable
  - Social security card for all household members, including children
- Copy of income documents for applicant(s) and others in household**
  - **W-2's** (2 most recent years) from all employers, for all adults in the household
    - When copying **Form 1040**, copy **ONLY** the first two pages, unless self-employed
    - If missing your W-2's, first contact your employer; if unable to do so, then contact IRS.
    - To obtain W-2's or tax return transcripts online or via mail, contact national IRS office: irs.gov or 1-800-829-1040 (7 AM to 7 PM); to meet IRS staff in person to request W-2's or tax return transcripts, schedule an appointment with your local office
  - **Income verification** for all adult household members
    - For employment income, provide 4 weeks of recent, consecutive paystubs
    - For child support, alimony or separation maintenance income, provide documentation of past 1-2 years' payment history, and provide copy of court order that established the monthly amount to be paid. To obtain proof of income for child support, check [www.childsupport.dhs.state.mn.us](http://www.childsupport.dhs.state.mn.us)
    - Employment verification for both applicant and co-applicant
    - For all other sources of income, provide your most recent benefits statement. To obtain proof of income for SSI or SSDI, contact 1-800-772-1212 or ssa.gov
    - Public Assistance Verification Form—Signed & given to case worker, if applicable\
- Other items**
  - A copy of your lease, if applicable
  - Rental verification signed & given to landlord
  - Two most recent bank statements for all accounts, for all household members over the age of 18
  - Copies of monthly bills

### Submit an application with copies of require documents

- In person\*(see comment below) or by mail:
  - Habitat for Humanity SCMN
  - ATTN: Family Select
  - 1730 Basset Drive
  - Mankato, MN 56001

*\*If delivering in person please call the office for instruction for secure drop box, 507-388-2081*