

**ALL HOUSEHOLD MEMBERS AND ALL PROPERTY OWNERS MUST PROVIDE THEIR DOCUMENTS WHETHER THEY RESIDE IN THE HOUSE OR NOT SPECIFICALLY AS LISTED. THEY MUST ALSO BE PRESENT FOR THE INTERVIEW AND SIGN ALL DOCUMENTS. NOTE: Please send COPIES of all documents. ONLY notarized statements MUST be ORIGINAL**

1. **Social Security Cards** for all property owners whether they reside in the house or not.
2. Verification of all household income which **applies to you and your household** for any individual 18 years or older and any individuals listed on the Deed whether they reside in the house or not. **If you answer yes, appropriate documentation will be needed.**
  - **Four (4) Current Consecutive** Paystubs, if there is no income for any individual an original notarized statement stating that will be needed **YES\_\_\_NO\_\_\_**
  - **Two (2) Current Pension** Paystubs or a letter from the company issuing the benefit **YES\_\_\_\_\_NO\_\_\_\_\_**
  - **Four (4) Current** Unemployment Stubs **YES\_\_\_NO\_\_\_**
  - **Child Support** court documents **YES\_\_\_NO\_\_\_**
  - **Alimony** court documents **YES\_\_\_NO\_\_\_**
  - **Current Year Social Security Benefit Letter (not the 1099)** for **ANY** individual receiving benefits (SSI, SSD, SS) this can be obtained by calling **1-800-772-1213**, if you do not have this letter **YES\_\_\_NO\_\_\_**
3. **Most Recent Full Federal and State Tax Return**, if anyone does not file, an original notarized statement stating what years were not filed will be needed **YES\_\_\_NO\_\_\_**
4. **Two (2) Current Consecutive** months of **ALL** Full Bank Statements, securities, dividends, etc.
5. **Recorded Deed to the Property** (a death certificate will be needed for any deceased individual whose name is on the Deed)
6. **Current Homeowners Insurance DECLARATION Page**
7. **Current Mortgage Statement** (this will be needed again before the contract to start work is signed)
8. **Power of Attorney** (if applicable) **YES\_\_\_NO\_\_\_**
9. **If you have filed for Bankruptcy in the past 7 years, provide proof that the property was not included.**  
**YES\_\_\_NO\_\_\_**