**CHECKLIST FOR SUBMITTING YOUR APPLICATION**

[ ]  COMPLETED APPLICATION

 ***Include self under HOUSEHOLD MEMBER INFORMATION***

[ ]  SUBMIT HOMEOWNERSHIP CLASS CERTIFICATE

[ ]  SUBMIT PRE-APPROVAL LETTER - ***(MAKE SURE CREDIT IS CHECKED)***

[ ]  LATEST COMPLETED TAX RETURN ***(if self- employed bring the last 3 years)***

[ ]  3 MONTHS OF LATEST BANK STATEMENTS

[ ]  2 MONTHS MOST RECENT PAY CHECK STUBS

[ ]  IF APPLIES SIGN CERTIFICATION OF NO INCOME

[ ]  SIGNED WAIVER OF PERSONAL INFORMATION

[ ]  SIGN RACE AND ETHNIC DATA REPORTING FORM

[ ]  FEDERAL FUNDS NOTICE FORM

[ ]  SIGN AGREEMENT OF INTENT TO PARTICIPATE

[ ]  DRIVERS LICENSE OR FEDERAL/STATE ISSUED ID

[ ]  \*\*$50 APPLICATION FEE:

(***IN THE FORM OF CASH, MONEY ORDER, OR A CASHIER’S CHECK***) \*\*

[ ]  PROOF OF ADDITIONAL INCOME TO INCLUDE: CHILD SUPPORT, SSI, ALIMONY, ETC.

[ ]  ANY DOCUMENTATION OF LEGAL SEPARATION

**\* Please note that knowingly and willfully providing false or misleading information to or for federal government is a federal violation and can subject one to fines, imprisonment or both.**

\*\* IF YOU SUBMIT YOUR APPLICATION WITH A PERSONAL CHECK, RICHLAND COUNTY WILL NOT ACCEPT IT AND IT WILL BE GIVEN BACK TO YOU WITH A REQUEST FOR A MONEY ORDER OR CASHIER’S CHECK.

***PLEASE NOTE THAT RICHLAND COUNTY COMMUNITY DEVELOPMENT OFFICE WILL NOT ACCEPT AN APPLICATION WITHOUT* ALL *THE ABOVE LISTED ITEMS.***