**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.***