

## APPLICANT CHECK LIST

### PRIOR TO SUBMITTING APPLICATION:

	Gather your personal information (Social Security Number, Length of time at your current/previous address, present housing conditions, amount of rent/mortgage, employment information).
	Make a list of all income and expenses (monthly bills). Note: copies of last month's bills must accompany your application.
	Gather all Bank Account numbers and balances (Checking, Savings, Credit Union, etc.).
	Make list of all your debts and amount owed (car, credit cards, medical, furniture, appliances, etc.) and include on your application. Make a list of all your assets and include on the application.
	Complete the application using all the information you gathered above. Call or email us if you have questions along the way: 860-435-4747 or admin@habitatnwct.org.
	<b>Also create (hand write or type) a narrative to further explain to us why you would benefit from a Habitat home. Mail or e-mail the narrative along with your application.</b>
	Mail or e-mail application, narrative and copies of your monthly bills <b>no later than June 13, 2025 (though we highly encourage you <u>not</u> wait until the 1<sup>st</sup>)</b> to: Habitat for Humanity for Humanity of Northwest CT Attn: Family Selection PO BOX 1 Salisbury, CT 06068 or e-mail partner@habitatnwct.org

### AFTER SUBMITTING APPLICATION:

	Respond to us promptly if we call to ask for additional information; once application period is over we cannot accept any missing items and we will <b>not</b> be able to consider your application.
	In anticipation of moving to the next step, please prepare copies of: last year's (2024) tax return and proof of rent payment (receipt from landlord).

### ONCE THE APPLICATION PERIOD ENDS:

	If it looks like Habitat home ownership could work for you, we will ask you for three things: a personal meeting at your home, employment verification, and asset verification.
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