

COMMUNITY LAND TRUST (CLT) WORKFORCE HOUSING PROGRAM CHECKLIST
OF REQUIRED DOCUMENTATION (COPIES ONLY, NO ORIGINALS)

		APPLICANT	CO-APPLICANT	18&OVER
1.	Application form completed with signature(s)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
2.	Disclaimer Credit Statement Agreement form	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
3.	Acknowledgment form	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
4.	Authorization to Obtain Credit Report form	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
5.	Community Land Trust Workforce Housing Program checklist.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
6.	Completed and signed 4506 IRS Tax Form. Do not send \$50 fee. Please return to LIHP.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
7.	Notarized “gift” letter.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
8.	Four (4) most recent, consecutive paystubs that indicate year-to-date gross income. If year-to-date is not included on paystub, a letter from employer on company stationery is required. The employer letter must state the start date, rate of pay, hours worked per pay period, frequency of pay and year to date gross income.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
9.	Self-employed applicants must provide a letter from a CPA or attorney indicating the amount you expect to receive for the next 12 months OR must provide a notarized year-to-date profit and loss statement.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
10.	Documentation for social security (copy of 2020 award letter) , Pensions, disability, unemployment, retirement funds, alimony, etc	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
11.	W2 statement(s) and 1099 Statement(s).	2019 Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
12.	Copies of SIGNED federal tax returns with required schedules for the last three years. Please sign your 1040 federal returns where it says “sign here” . If you cannot locate your federal tax returns, you can go to the IRS website and print the tax return transcript and wage and income transcript.	2019 Yes <input type="checkbox"/> N/A <input type="checkbox"/> 2018 Yes <input type="checkbox"/> N/A <input type="checkbox"/> 2017 Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/>
13.	Two (2) most recent consecutive months of bank statements (all pages) OR 60 days printout of transactions for all accounts. The statement/printout must show the name of the bank, account holder’s name, running balance and the last four digits of the account number.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

14. Most recent statement (all pages) for retirement and investment accounts. **Yes** **N/A** **Yes** **N/A** **Yes** **N/A**
15. Legal separation agreement/stipulation of settlement or divorce decree. **Yes** **N/A** **Yes** **N/A** **Yes** **N/A**
16. Permanent Residency ID Card. **Yes** **N/A** **Yes** **N/A** **Yes** **N/A**
17. Application fee of \$100 **Yes** **N/A**

**ALL HOUSEHOLD MEMBERS OVER THE AGE OF 18 MUST SUBMIT ALL REQUIRED DOCUMENTS.
PLEASE SUBMIT DOCUMENTS IN THE ORDER LISTED ABOVE**

Applicant's signature Date

Date

Co Applicant's signature