



Client Checklist

Personal Data

- Photo I.D. for each person in the house over 18 years old. (I.D. must be current)
- Social Security Card for each Person in the house
- Copy of Divorce Decree
- Copy of Legal Separation Papers
- Copy of bankruptcy papers (Chapter 7 or Chapter 13)

Income for Employed

- Pay stubs for the most recent 30 days of employment.
- Past two year tax returns including W-2 form.
- Name and address of all employers within the last 24 months.
- Verification of SNAP benefits – Must be dated with 60 days.

Income for Retired or Disabled

- Verification of Social Security/SSI/Disability/other assistance – must be dated within 60 days.
(Request a copy from the Social Security Office or Call and they will mail one to you.)
- Verification of any and all pensions and retirement funds.
- Verification of SNAP benefits – Must be dated with 60 days.
- Verification of child support or alimony.

Residence

- Copy of Deed to land that has been recorded at the Courthouse.
- Property card *(pick up a copy at the PVA office in your county courthouse.)*
- Copy of Homeowner's Insurance. (Not having insurance will **NOT** affect your application)
- Copy of Title to your mobile home.

Assets and Debts

- 2 months of bank statements for all bank accounts. (Including checking and savings)
- Monthly Payments (car, furniture, loans, credit cards, etc.) *(Account number, name, address of company, monthly payment and estimated balance required)*
- Copies of all stocks, investments, savings bonds, or other assets.

Once you have all of the applicable documentation, please contact HDA for the next step:
(606) 436-0497 or email max@hdahome.org

