

## **SELF-HELP HOMES APPLICATION CHECKLIST**

**63 North 400 West Provo, Utah 84601**

### **Please submit the following applicable items with your Rural Development Housing Application**

- \_\_\_ 1. 410-4 Uniform Residential Loan Application (all ten pages), original signature(s) – **On SHH Website.**
- \_\_\_ 2. 3550-1 Authorization to Release Information, one per household member over 18, signed (even if the individual is not on the application) - **On SHH Website.**
- \_\_\_ 3. Employment and Asset Certification filled out and signed - **On SHH Website.**
- \_\_\_ 4. 4506-T Request for tax transcript, signed by Applicant and Co-Applicant- **On SHH Website.**
- \_\_\_ 5. Most recent statement of Social Security Benefits, if applicable.
- \_\_\_ 6. Copy of two (2) most recent (and consecutive) check stubs.
- \_\_\_ 7. Copy of **all** last two (2) years W-2's, and/or 1099's for Applicant and Co-Applicant.
- \_\_\_ 8. Copy of the last two (2) years' taxes (Federal 1040).
- \_\_\_ 9. If self-employed, copy of the last two (2) tax return schedules (C, K, E, etc...) include YTD Business Expenses for the current year - **On SHH Website.**
- \_\_\_ 10. Documentation of Child Support, Alimony, Divorce Decree, Food Stamps, or other State Assistance, if applicable.
- \_\_\_ 11. Copy of Driver's License and Social Security Card (if not a US Citizen, a Permanent Resident Alien Card front and back).
- \_\_\_ 12. Copy of 2 most recent monthly bank statements of all accounts: checking, savings, IRA, 401k, etc.
- \_\_\_ 13. If using non-traditional credit verification – Contact information for landlords from the last two (2) years, (Name, number, address, email, etc...).
- \_\_\_ 14. Trans Union Credit Report Fee of \$5.50 per person (\$11.00 per couple), check or money order made out to Self-Help Homes (**NO CASH**).
- \_\_\_ 15. Tri-Merge Credit Report (TMCR) Fee of \$25.00, Check or Money Order made out to USDA-RD (**NO CASH**).
- \_\_\_ 16. Documentation of Student Loan(s) – monthly payment statement and any grant documentation. If either applicant is a full-time student, please include a copy of the transcript.
- \_\_\_ 17. Make sure you have an appointment with Halie at Self-Help Homes to make and to review and submit your application.

Phone: 801-375-2205 Ext 111

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