

# **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. Most recent statement of Social Security Benefits, if applicable.
- \_\_\_\_\_ 5. Copy of two (2) most recent (and consecutive) check stubs.
- \_\_\_\_\_ 6. Copy of **all** last two (2) years W-2's, and/or 1099's for Applicant and Co-Applicant.
- \_\_\_\_\_ 7. Copy of the last two (2) years' taxes (Federal 1040).
- \_\_\_\_\_ 8. 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.**
- \_\_\_\_\_ 9. Documentation of Child Support, Alimony, Divorce Decree, Food Stamps, or other  
State Assistance, if applicable.
- \_\_\_\_\_ 10. Copy of Driver's License and Social Security Card (if not a US Citizen, a Permanent  
Resident Alien Card front and back).
- \_\_\_\_\_ 11. Copy of 2 most recent monthly bank statements of all accounts: checking, savings,  
IRA, 401k, etc.
- \_\_\_\_\_ 12. If using non-traditional credit verification, contact information for landlords from  
the last two (2) years, (Name, number, address, email, etc...
- \_\_\_\_\_ 13. TransUnion Credit Report Fee of \$12.00 per applicant. Bring a check or money order  
made out to Self-Help Homes.
- \_\_\_\_\_ 14. Tri-Merge Credit Report (TMCR) Fee of \$25.00 per household. Bring a voided  
check or a deposit slip for an ACH withdrawal from USDA-RD.
- \_\_\_\_\_ 15. 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.
- \_\_\_\_\_ 16. Make sure you have an appointment at Self-Help Homes to review and submit  
your application.

Phone: 801-375-2205

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