

## PRE-QUALIFICATION PACKET for HABITAT FOR HUMANITY OF EASTERN CONNECTICUT'S HOMEOWNERSHIP PROGRAM

**NOTE: this is a SAMPLE checklist for upcoming pre-qualification applications. Applications are only accepted during March and September each year. Use this sample to prepare for applying during the next round. Actual application requirements may change.**

**Check off each box once it is complete:**

- Attendance at the online Applicant Information Meeting (AIM).** Visit [www.habitatct.org/application](http://www.habitatct.org/application) to learn more and complete the online survey for verification of completion.
  - o Date completed: \_\_\_\_\_
  
- Families must reside in HFHECT Service Area.** A map is included on the last page of this packet.
  - o What town do you live in? \_\_\_\_\_
  
- Are you applying for individual credit or joint credit?** \_\_\_\_\_
  - o Individual credit means that you are completing this packet as an individual applicant.
  - o Join credit means that there is another adult over the age of 18 who is completing this packet with you.
  
- Have you applied to this program before?**
  - o Yes: when did you apply? \_\_\_\_\_
  - o No, I have not applied before.
  
- Mail or deliver your completed application to us before March 31<sup>st</sup>:**
  - o Mailing address: HFHECT  
attention: HOS  
377 Broad Street  
New London CT 06320
  - o Email is not secure, but you may submit your application via email to [mission@habitatect.org](mailto:mission@habitatect.org)
    - o Your packet is not complete until we receive your credit check fee.

**The complete pre-qualification packet is attached.** Please complete all sections of the following pre-qualification packet and submit it prior to the deadline.

Contact us with any questions: 860-442-7890, ext. 201, [mission@habitatect.org](mailto:mission@habitatect.org)

## PRE-QUALIFICATION CHECKLIST: March, 2023

### INSTRUCTIONS:

Your application will be considered INCOMPLETE if any of the following information is missing, or if sections are left incomplete or blank. If a section or question does not apply to you, please write "does not apply" in that section. **Complete the following pre-qualification packet and include the attachments listed below.**

- A copy of any ONE of the following must be included for each household member as evidence of citizenship or permanent resident status.**
  - Certified birth certificate
  - Unexpired US Passport
  - Department of State Form FS 240, FS 545, or FS 1350
  - Certificate of US Citizenship form N-560 or form N-561
  - Alien Registration Receipt Card (aka Permanent Resident Card)
  - Foreign passport with temporary I-551 stamp with unexpired date on it
  - INS form I-94 indicating INS has approved it as temporary evidence of lawful admission for permanent residence.
- FOUR most recent pay stubs from each employer, for each household member over the age of 18 who is working.**
- Documentation of all other forms of income in your household.**
  - This includes SSI, SSD, unemployment, child support, etc.
- TWO most recent bank statements for each bank account.**
- TWO most recent credit card statements for each credit card account.**
- The first two pages of your 1040 tax return for the TWO most recent years.**
  - If you have not yet completed your taxes for the past year, provide copies of all W2s.
  - If you are self-employed, please attach all documents listed on page 10
- Credit report fee:** We order credit reports on qualifying applications.
  - If you are applying for **individual credit, the total fee is \$20.00**
  - If you are applying with a **co-applicant for joint credit, the total fee is \$30.00**
  - Please send only one payment.
  - Payment options are cash, check or money order only. Make payments out to "HFHECT"