

CAPITAL AREA HOUSING PARTNERSHIP
**PRE-PURCHASE COUNSELING
DOCUMENT CHECKLIST**

THIS INFORMATION IS REQUIRED FOR SERVICE

PLEASE BRING TO FIRST APPOINTMENT:

INCOME DOCUMENTATION FOR ALL ADULTS (OVER 18) IN THE HOUSEHOLD

1. THIRTY (30) DAYS OF CHECK STUBS/RETIREMENT STATEMENTS
2. SOCIAL SECURITY VERIFICATION LETTER(S)
3. PRIOR YEAR TAX RETURN
4. PRIOR YEARS W-2'S AND 1099'S
5. QUARTERLY PROFIT & LOSS STATEMENT FOR SELF-EMPLOYED
6. UNEMPLOYMENT VERIFICATION (from MESC, if applicable)
7. FOOD STAMP AWARD LETTER (IF APPLICABLE)

BUDGET

1. A COMPLETE LIST OF MONTHLY BILLS
2. COPIES OF ALL MONTHLY BILLS (Most Recent Month's Utility, Phone, Cable, etc.)
3. TWO MONTHS BANK STATEMENTS (most recent 2 months, w/ letterhead)

LEGAL AND IDENTIFICATION

1. SOCIAL SECURITY # FOR ALL ADULTS (OVER 18) IN THE HOUSEHOLD
2. BIRTHDATES FOR ALL HOUSEHOLD MEMBERS
3. BANKRUPTCY DOCUMENTS (if applicable)

QUESTIONS:

517.332.4663

CAHP UPDATED 12/17