



Application Checklist

In addition to your PCCLT application form, copies of the following documents are required to process your application in a timely manner:

Household identification.

- Picture ID for applicants and anyone 18 years old & over.
- Birth Certificates for household members under 18 years of age (if you do not have birth certificates you can order them thru the Vital Records at the Health Department.
- Social Security Cards for all members of the household (those who have cards with work only must also bring their legal residence card).

One month of pay stubs.

For every employed person in the household who is 18 years and older, you must submit one months' worth of your most recent pay stubs.

Three months of bank statements.

For all assets and cash accounts, you must submit three months' worth of your recent bank or financial statements.

Two years of Federal Income Tax Returns and W-2 forms.

Self-employed clients will need 3-years starting with the most recent year PLUS a current P & L and Balance Sheet. If not available call the IRS for Transcripts at 1-800829-1040 it can take up to 4 weeks or you can request to have them faxed to you. Let the IRS know that you are in the process of purchasing a home and need them ASAP.

One month of utility bills.

Including gas, water, electricity, and garbage, etc.

If Relevant:

Child support award letter or divorce decree.

Award Letter: Child support decree or Divorce decree (if not available, 3-months of bank statements showing deposits; SSI or SSD award letters, retirement benefits award letter are acceptable).

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Bankruptcy documentation.

Bankruptcy papers including discharge letter and list of creditors (if applicable).

If you have any questions about your these documents, please call PCCLT at (520) 603-0587 or email info@pcclt.org.