

CHECKLIST FOR DOCUMENTS THAT MUST BE SUBMITTED WITH APPLICATION

All Documents Must Be Dated within 30 Days
Must Provide Copies, Originals Will Not Be Returned

MISCELLANEOUS DOCUMENTS (PROVIDE COPIES FOR ALL DOCUMENTS)		
1	For individuals 18 years of age and older provide Driver's License <u>or</u> Identification Card	
2	Social Security card <u>or</u> proof of legal status for all households members	
3	2023 Tax Return (provide 2023 w-2's if taxes are not filed)	
4	Mortgage Pre-Approval Letter	
INCOME VERIFICATIONS (PROVIDE COPIES FOR ALL DOCUMENTS)		
1	Wages, Salaries (includes overtime, tips, bonuses, commissions, self-employment)	Two months of consecutive pay stubs showing gross year to date pay received or if self-employed, a current year's profit and loss statement
2	Does any member work for someone who pays them cash? - Regular Cash Contributions or Gifts from Individuals Not Living in the Household	Signed statement from person paying stating how much is paid and how often
3	Regular Pay for a Member of the Armed Forces	Three months consecutive pay stubs showing gross year to date pay received
4-14	Welfare or Disability Benefits (AFDC, TANF, FIP, SSDI, or SSI) -- Worker's Compensation -- Social Security Payments -- Pensions (PERA, Railroad, etc) -- Death Benefits -- Retirement Benefits -- Lump Sum Payments (inheritance, insurance settlements, lottery winnings, etc)	Current award letter (dated within the past 30 days)
6	Unemployment Benefits or Severance Pay	Current printout from Iowa Workforce Development for unemployment or severance pay award letter
7	Child Support	Child support case number for each child and a copy of legal award; if no court order, signed statement from applicant stating how much is paid and how often
8	Alimony	Copy of legal award; if no court order, signed statement from applicant stating how much is paid and how often
13	Annuities or Life Insurance Dividends	Current statement showing amount year to date received
15	Net Income from Rental Property	Copy of lease showing current rent amount
17	Other (list)	Current documentation stating how much is paid and how often
ASSET VERIFICATIONS (PROVIDE COPIES FOR ALL DOCUMENTS)		
1 2	Checking Accounts - Savings Accounts	Six months of consecutive current statements – must show bank name, account number, and account owner
3-14	Stocks -- Capital Investments -- Bonds -- Trusts -- Securities -- IRA/KEOGH Accounts -- Certificates of Deposit -- Pension/Retirement Funds -- Mutual Funds -- Insurance Settlement	Current statement/account balance (<u>dated within the past 30 days</u>)
12	Treasury Bills (savings bonds etc)	Calculator print out from Treasurydirect.gov showing current value of treasury bills
13	Safety Deposit Box	Signed statement showing item and value
15	Coin collections, antique cars, gems/jewelry, stamps or any other items held for investment purposes?	Current appraisal showing value
16	Are any assets held jointly with another person?	Find asset in asset list and submit required documents
17	Other (list):	Documentation showing current value
18	Do you currently own a home or a contract for deed?	Current statement from mortgage institution showing principal balance (official payout not needed)
19	Have you sold or disposed of any asset for less than fair market value in the last two years?	Documentation showing estimated value and amount received