

# Application Submission Checklist

The Habitat Homeownership Program Application is due **Friday October 11<sup>th</sup> at 5:00pm**. It is better to send an incomplete application by the deadline than a complete application after the deadline. Applications sent after the deadline will not be considered.

All the required information (listed below) must be provided to Valerie Quinn by sending it to [homeownerservices@habitatanchorage.org](mailto:homeownerservices@habitatanchorage.org) or by dropping it off at the Habitat office, **900 E Benson Blvd**, by the written due date to be considered.

Before submitting your application to Habitat Anchorage, please review and confirm that each section of the application has been completed in its entirety, following the provided directions.

- Type of Credit
  - **Applicant initials (joint credit only)**
- 1A: Applicant Information
- 1B: Military Service
- 2: Willingness to Partner
- 3: Present Housing Conditions
- 4: Property Information
- 5: Employment Information
- 6: Monthly Income
- 7: Source of Closing Costs
- 8: Assets
- 9: Liabilities and Expenses
- 10: Right to Receive Copy of Appraisal
  - **Applicant signatures**
- 11: Declarations
- 12: Authorization, Agreement, and Release
  - **Applicant signatures**
- 13: Demographic Information
- Equal Credit Opportunity Act Notice
  - **Applicant signatures**
- E-Sign Act Disclosure and Agreement
  - **Applicant signatures**
- Privacy Act Notice
  - **Applicant signatures**
- Homeowner Association Disclosure
  - **Applicant signatures**
- Request for Credit Reference
  - **Applicant signatures**
- Request for Landlord Reference
  - **Applicant signatures**

When submitting your application to Habitat Anchorage, please include a copy of each of the following required items.

- **Driver's license (or state ID) & Social Security card** for all household members
- **2022 & 2023 filed taxes** (and **Schedule E** if self-employed) for applicant and co-applicant
- **Current 2 months bank statements** for all working individuals in the household
- **Current 2 months 2024 paystubs** or proof of income for applicant and co-applicant
- **Lease agreement** and **optional** letter of recommendation from landlord (renters only)

**\*\*\* Please note that applications are scored based on a point system, and you can earn additional points for submitting a completed application with all the required supporting documents (in one submission) before the written due date \*\*\***

