



Realizing life's potential

DOCUMENTATION CHECKLIST

1. Picture I.D. (If ID does not show current address, copy of a bill or other documentation showing current residence)
2. Documentation of **All** Household Income
 - MI-1040- most recent
 - W-2's for all household members
 - Paystubs (current)
 - unemployment stubs (current, or showing that benefits have been exhausted)
 - Social Security Benefits Statement – Disability Income Award Letter
3. Documentation of Assets. All that apply:
 - Current Bank Statement(s) for all accounts (within 30 days of appt.)
4. Documentation Related To Emergency Request. Examples:
 - notice of foreclosure
 - eviction notice
 - collection notices
 - bankruptcy paperwork
 - shut-off notice
 - DHS Decision Notice
5. Documentation of Monthly Household Expenses:
 - Shelter expenses: mortgage, taxes, rent
 - Utility bills: gas, electric, water, cable, telephone
 - Automobile payment(s)
 - Household and automobile insurance
 - Child care
 - Tuition
 - Medical: insurance premium, prescriptions, co-pays, medical supplies
 - Debt Payments: loans, credit card(s), etc.
 - All other expenses for which you are responsible

6. Mortgage Documents

- Note
- Mortgage Agreement
- Home Appraisal
- HUD (closing statement)
- Most recent mortgage statement
- If condo, documentation of the following:
 - Association dues
 - Notices
 - Assessments

7. Legal Proceedings or Lawsuits

- Summons and Complaint
- Notice of Eviction
- Intent to Foreclose
- Collection letters/ communications