



PERSONAL PROFILE CHECKLIST



1400 North Lane, Mandeville, LA 70471

985-893-3172 x225 or 227

www.habitatstw.org/sthoc

Thank you for your interest in the St Tammany Homeownership Center. The first step in our home buying process is to complete this personal profile form and gather the items listed below that pertain to you. Please fill out the Personal Profile Form as completely and accurately as possible. All information you include on this personal profile form will be kept confidential.

DOCUMENTS NEEDED:

1. IDENTIFICATION

- Drivers License
- Social Security Card(s) of Applicant(s)

2. PROOF OF INCOME (all that apply to you)

Check stubs covering the last 2 months

- Social security award letter
- Disability award letter
- Retirement pension letter
- Food stamp letter
- Any other information that establishes your current income

3. LAST 2 BANK STATEMENTS FOR ALL BANK ACCOUNTS

4. PREVIOUS 2 YEARS TAX RETURNS

- Form 1040 & W-2's
- U.S. Federal Income Tax Return transcripts
- Wage and Income transcripts
Go to www.irs.gov/individuals/get-transcript or call 1-800-908-9946 for both of these
Ask us for assistance if needed
- If self-employed, bring copies of two years' tax returns and a year to date **Profit & Loss Statement**

5. CREDIT REPORT FEE

- **Single Applicant - \$16.42 or Joint Applicants - \$23.99**
- Please bring a **CHECK or MONEY ORDER** made payable to **HFHSTW**, or pay with **DEBIT CARD**.
- STHOC will pull a credit report. Credit reports from outside sources are not acceptable as a substitute for the tri-merge credit report required by HFHSTW.

WHEN YOU ARE READY TO SUBMIT YOUR PERSONAL PROFILE PACKAGE, PLEASE:

- Call us at **985-893-3172, ext. 225 or 227** to sign up for the next **Orientation Meeting**.
- Bring a complete package including the **Personal Profile form, Credit Report Fee, and copies of your ID and all applicable income documents listed above.**

We regret that we cannot provide child care. Please do not bring children to the Orientation meeting. **After the Orientation, we will contact you within 7-10 days to set up a one-on-one counseling session.**