



PERSONAL PROFILE Home Repair CHECKLIST



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www.habitatstw.org/sthoc

Thank you for your interest in the St Tammany Homeownership Center. The first step in our process is to complete this **Personal Profile Form and Budget Form** as completely and accurately as possible and gather the items listed below that pertain to you. All information you include in this packet will be kept confidential.

DOCUMENTS NEEDED:

1- IDENTIFICATION

- Driver's License
- Social Security Card

2- Homeowner documents

- Last mortgage statement
- Last tax assessment
- Homeowner's insurance policy

3- Home Repair Information

- Detailed home repair estimate(s) from a licensed and insured contractor
- Photos of the front and back of the home
- Photos of the areas in need of repair

4- PROOF OF INCOME (all that apply to you)

- Last 2 months of paystubs
- Social security award letter
- Disability award letter
- Retirement pension letter
- Food stamp letter
- Any other information that establishes your current income

5- **LAST 2 BANK STATEMENTS FOR ALL BANK ACCOUNTS** (including pay cards and other accounts such as Chime, Direct Express, or Green Dot)

6- PREVIOUS 2 YEARS TAX RETURNS

- Federal Tax Return (Form 1040) & W-2s**
- If self-employed, bring copies of last two years' tax returns and a year to date **Profit & Loss Statement**

7- CREDIT REPORT FEE - Single Applicant - \$41.70 or 2 Joint Applicants - \$83.40 (subject to change)

- 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 required tri-merge credit report.*