



Submission Checklist

Forms Automatically Printed from Online Application

- Intake Form (Please verify that your information is accurate)
- Third-Party Authorization Form (All applicants must sign and date)
- Hardship Affidavit (All applicants must sign and date)

Supporting Documentation You Need to Provide

- Copy of photo identification (Text and photo must be clear and legible)
- Copy of your promissory note (or deed of trust if promissory note is not available)
(A copy of the deed of trust can be obtained from your county clerk's office)
- Copy of most recent property tax assessment
(Can be obtained from your county assessor's office)
- Copy of most recent mortgage statement

<p>Current Income Documents:</p> <p>Provide the TWO (2) MOST RECENT that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pay Stubs <input type="checkbox"/> Unemployment Benefit Statements <input type="checkbox"/> Pension/Retirement Benefit Statements <input type="checkbox"/> Social Security Benefit Statements (or most recent award letter) <input type="checkbox"/> Disability Benefit Statements <input type="checkbox"/> Foster Care Contract <input type="checkbox"/> Rental Agreement, if receiving rent from a roommate <input type="checkbox"/> Divorce Decree, if receiving alimony <p>IF SELF-EMPLOYED:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2016 Year-to-Date Profit & Loss Statement (P&L) – Using OHSI form provided 	<p>Loss Determination Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of 2015 individual federal tax return with ALL schedules and W-2s/1099s (Must include signature and date) <input type="checkbox"/> Copy of ONE (1) individual federal tax return with ALL schedules and W-2s/1099s for the tax year between 2009 and 2015 that demonstrates your income level prior to your hardship/loss of income. <p>IF SELF-EMPLOYED, also provide business tax returns for each year above, if applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Form 1065 – Partnership Return* Form 1120S – S Corporation Return*; or Form 1120 – Corporation Return* <p>*Include all schedules and K-1s for each return</p>
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**Please return all items on this checklist to your intake agency before the deadline.
Your completed application can be submitted via fax, mail, or a drop-box.**