

List of Documents Needed at Time of Application

Please be sure to include all below documents for both applicant and co-applicant, as well as any dependents (as applicable). If applying online please turn in the required documents within 3 days of application to office@habitatgoldsboro.org with APPLICATION DOCUMENTS in the subject line or by mail to PO Box 10809, Goldsboro, NC 27532, or in person to 2719 Graves Drive, Suite 3, Goldsboro. Please be sure to include names and documents for both applicant and co-applicant. NOTE: If applying online, the below documents will need to be uploaded as a part of the application process.

All Documents on this list are Required for applicants, co-applicants and dependents

- Fully completed application
- Last two years of W2s and/or 1099s (2024 & 2025) of ALL income coming into the home for applicants & dependents, **MUST have W-2's or 1099 from all employers**
- Last two years of tax returns (2024 & 2025) for applicants & dependents
 - If self-employed, must show 24-month profit & loss statement, including name and type of business
 - If you do not / did not file taxes for any reason a written explanation is required at time of application
- Last **60 days** of pay stubs showing year-to-date **All paystubs covering July 1st- date of application**
- Paperwork verifying alternative sources of income for applicants & dependents, including, but not limited to:
 - Social Security award letter
 - Disability award letter
 - **Original court order for child support** and/or alimony and payment documentation
 - Retirement documentation
- Two months (60 days) of bank statements **July & August**
- Written explanation of any known outstanding **collections, charge-offs or judgements**
- Student loan deferral verification (if applicable and only if deferred more than three years)
- Active duty or DD214 form (if applicable)
- Current lease or landlord reference/letter of explanation. Proof of last 12 months rent paid.
If living with family a letter from them is required, stating how long you've lived there & any rent paid.
- **Copy of driver's license (Applicant's)**
- **Copy of Social Security Card (Applicant's)**
- Copy of legal resident status (if applicable)
- If you own land you wish to build on: a copy of the deed, any existing appraisal, evidence of property tax value and most recent payment and information about any liens.

Habitat for Humanity of Goldsboro-Wayne does reserves the right to request additional documentation or clarification about documentation as needed to fully evaluate your application.