



### Application Document List

A \$30 Application Fee is due on submittal of your application. You only need to pay the application fee once per calendar year, even if you apply for multiple homes.

| APPLICATION SECTION             | DOCUMENT & DESCRIPTION   | REQUIRED, IF APPLICABLE, OR OPTIONAL                                     |
|---------------------------------|--|--|
| <b>Financial History</b>        | <b>Tax Returns and W2s.</b> All pages and schedules of tax returns for each adult household member for the previous three years. All W2s accounting for all wages earned by each adult household members and reported in box 1 of the Form 1040 Tax Return.  | Required   |
| <b>Current Living Situation</b> | <b>Housing Unstable Certification.</b> If your household meets the definition of housing unstable you will receive credit in the tiebreaker. You will only be prompted to submit this document if your answers on the screening form indicate your household meets the FHLB definition of housing unstable. <a href="#">See the definition here.</a><br><br><a href="#">Download the Housing Unstable Certification here.</a>  | Optional   |
| <b>Household Members</b>        | <b>Personal ID.</b> Photo identification for all household members over 18. May include: driver's license or state identification card, city/municipal identification card, passport.  | Required   |
|                                 | <b>Residential History</b> for primary applicant. If you have not lived at your current address for more than 4 years you will be asked to submit previous addresses.<br><br><a href="#">Download the Residential History Form here.</a>   | If applicable  |
|                                 | <b>Full Time Student Verification.</b> Full-time (12 credits or more) students are required to submit proof of enrollment in an accredited university or college for the current academic year. Any one of the following documents is considered acceptable proof of enrollment. <ul style="list-style-type: none"> <li>• Registration for the current academic year.</li> <li>• Student identification card with an explicit date indicating that you are enrolled for the current academic year - not only the date you started school.</li> <li>• Transcript or course list showing the courses for the current academic year. A transcript marked ""Unofficial Transcript"" will suffice from most institutions.</li> <li>• A letter from your college student affairs or admissions office stating that you are enrolled as a student for the current academic year. This letter must contain official school letterhead, seal or logo, or a signature and phone number of a representative from the admissions office.</li> <li>• A college or university acceptance letter for attendance in the upcoming academic year and proof of acceptance. <ul style="list-style-type: none"> <li>○ You must not only include an acceptance offer letter, but also show proof that you have accepted the offer. This letter must contain official school letterhead, seal or logo, or a signature and phone number of a representative from the admissions office.</li> </ul> </li> </ul> | If applicable. If a household member is over 18 and a full time student. |

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|--------------------------|---|--|
| <b>Household Members</b> | <p><b>Proof of Unemployment.</b> Any household member over 18 years old and reports zero income must provide the following:</p> <p>A year-to-date statement from the Washington State Employment Security Department for “Wages Reported and Unemployment Payment History”. Follow the instructions below to get that statement:</p> <ul style="list-style-type: none"> <li>• Go to this link: <a href="https://esd.wa.gov/newsroom/public-records">https://esd.wa.gov/newsroom/public-records</a>.</li> <li>• Sign up for an eServices (Secure Access WA) account or if you already have one, login.</li> <li>• Once your account is set up/your logged in you will see a link that says 'Look up past your wages'</li> <li>• Print the screen that appears next as a pdf and upload to the application portal here</li> </ul> | <p>If applicable. If a household member over 18 reports \$0 income.</p>  |
|                          | <p><b>Credit Report.</b> A credit report pulled from the last 60 days that lists all debts remaining with remaining balances and monthly payments amounts. Credit score not required.</p> <p>How to obtain your Credit Report:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.annualcreditreport.com">www.annualcreditreport.com</a>– This is the official free credit report under the FACT ACT. It does not include credit scores.</li> <li>• Select the option for the free report (it is not necessary to pay for scores). You will also encounter sales messages trying to sell credit scores and monitoring services for a monthly fee. These are not necessary.</li> <li>• You are eligible for one free report from each</li> </ul>   | <p>Required for primary applicant and co-applicant (if any).</p>   |
| <b>Income/Employment</b> | <p><b>Full Time and Part Time Employment Verification.</b> Provide the last two months of pay stubs or employment verification letter indicating full- or part-time employment. This letter should be signed by your employer and dated accordingly.</p> <p><b>Self-Employment Verification.</b> Current business license and a year to date profit and loss statement.</p> <p><b>Child Support.</b> A copy of the child support order.</p> <p><b>Benefits award letter or statement of benefits.</b> Provide award letter or statement in the last 30 days for each household member receiving social security, disability, veterans compensation, retirement, unemployment or other benefits</p>  | <p>Required if applicable. You must disclose and provide verification of all income sources for each household member over 18.</p> |
| <b>Assets</b>            | <p>Most recent month’s <b>bank statements</b> for all asset accounts for <u>each</u> adult household member (checking, savings, 401(k), IRA, money market, investments, etc.)</p>   | <p>Required.</p>   |