



Application Document List

These are supporting documents to full Application. There are two ways to fill out the application through our online application portal or 'paper application'. [Download Paper Application here.](#) A \$30 Application Fee is due on submittal of your application.

APPLICATION SECTION	DOCUMENT & DESCRIPTION	REQUIRED, IF APPLICABLE, OR OPTIONAL
Financial History	Tax Returns and W2s. All pages and schedules of tax returns (Form 1040) for each adult household member for the previous three years (2024, 2023, 2022). All W2s accounting for all wages earned by each adult household members and reported in box 1 of the Form 1040 Tax Return for the previous three years.	Required. For each household member over 18 years old.
Current Living Situation	Housing Unstable Certification. If your household meets the definition of housing unstable you will receive additional consideration in the buyer selection process. See the definition of housing unstable here. In order to receive consideration for being housing unstable please fill out the Housing Unstable Certificate. The bottom half of this certificate must be signed by a third-party that is familiar with your housing situation. Examples of third-parties that can sign this form include: case workers, shelter staff, an employee of an organization that you have received services or counseling from, your employer, or the landlord of someone you are temporarily living with. Relatives of your household cannot sign this form. Contact information must be included for third-party. Download the Housing Unstable Certification here.	Optional, if applicable.
Household Members	Personal ID. Scan or Picture of photo identification for all household members over 18. May include: driver's license or state identification card, city/municipal identification card, passport.	Required. For all household members over 18 years old.
	Residential History 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. Download the Residential History Form here.	If applicable. Not required if you are filling out the paper application.
	Full Time Student Verification. 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:	If applicable. If a household member is over 18 and a full time student.

	• Registration for the current academic year. • Student identification card with an explicit date indicating that you are enrolled for the current academic year - not only the date you started school. • Transcript or course list showing the courses for the current academic year. A transcript marked ""Unofficial Transcript"" will suffice from most institutions. • 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. • A college or university acceptance letter for attendance in the upcoming academic year and proof of acceptance. ○ 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.	
Household Members	Proof of Unemployment. Any household member over 18 years old and reports zero income must provide a statement of OR an authorization for Homestead to request, their records of wages reported and unemployment payment history from the Washington State Employment Security Department for the last 2 years. Download the authorization for Homestead to request your records here. Fill out sections A and D. OR Request your own statement by following the instructions at this link: https://esd.wa.gov/newsroom/public-records.	If applicable. If a household member is over 18 and reports \$0 income.
	Credit Report. 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. How to obtain your Credit Report: • www.annualcreditreport.com – This is the official free credit report under the FACT ACT. It does not include credit scores. • 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. • You are eligible for one free report from each If you are unable to pull a free credit report, you may provide the most recent statements for all credit card and loan accounts that the applicant and co-applicant own.	Required for primary applicant and co-applicant (if any).

Income/Employment	Full Time and Part Time Employment Verification. 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. Self-Employment Verification. Current business license and a year-to-date Profit and Loss statement. Free templates of Profit and Loss statements are available here. Child Support. A copy of the child support order. Benefits award letter or statement of benefits. 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	Required if applicable. You must disclose and provide verification of all income sources for each household member over 18.
Assets	Most recent month's bank statements for all asset accounts for <u>each</u> adult household member (checking, savings, 401(k), IRA, money market, investments, etc.)	Required. For each adult household member over 18.