



Application Instructions

(No copies will be made by Habitat staff!)

Complete the entire application:

1. Return signed application and copies of all required documents.
2. Sign the Authorization and Release Statement on the back page of the application.
3. Attach any additional pages needed to explain information listed – family member names, financial or other information.

Required Documents

Please provide COPIES for applicant and co-applicant

- Social security card for all occupants
- Birth certificate and/or your green card for all occupants
- 2008 and 2009 Federal Tax Returns (2 pages—Form 1040) AND 2008 & 2009 W-2's
- Last two (2) paycheck stubs
- Your most recent benefit statement for SSI, Disability benefits, AFDC, TANF, Food Stamps
- Records to verify amount / receipt of child support (money order receipts / support enforcement)
- 12-month payment summary from two of the following utility companies (Water, KCPL, MGE, or Telephone)
- Rent receipts for the last three months or Letter of Residency (if applicable)
- A copy of the divorce decree, if legally divorced

Note: If you are living with someone and utilities are not in your name, you will need to include a letter from that person for verification. If your landlord does not provide receipts or you are living with someone, you will need a letter stating your monthly rent amount and whether you are current.

- ❖ **Mail the application or deliver in person to Habitat for Humanity Kansas City, Inc. at 1423 E. Linwood, Kansas City, MO 64109.**
- ❖ **Applications accepted by personal delivery during office hours Tuesday – Saturday, 8:30AM – 4:30PM.**
- ❖ **Feel free to contact the Habitat office if you have any questions at 816-924-1096 x118.**