

Hill Development Corporation of New Haven HDC Client Enrollment Checklist

Please return the item(s) indicated on the list below to Hill Development Corporation of New Haven ("HDC") in order to complete the enrollment process to HDC's Financial and Homeownership Programs. Be sure to keep a copy of the item(s) for your records.

Primary Client Name: _____ **Client Number:** _____

Secondary Client Name: _____ **Client Number:** _____

Home Phone: _____ **Mobile Phone:** _____ **Email Address:** _____

HDC Administrator Consultant: _____ Date: _____

Date Received/Initials

- 1. ___ Completed and signed Public Service Form. 1. _____
- 2. ___ Completed Housing Counseling Activity Form. 2. _____
- 3. ___ Completed and signed HDC Credit Release and Registration Form. 3. _____
- 4. ___ Completed and signed HDC Financial Literacy In-take Application. 4. _____
(optional)
- 5. ___ HDC Certification Notice. 5. _____
- 6. ___ HDC Mortgage Pre-Qualification Notice. 6. _____
- 7. ___ HDC Authorization Release of Information. 7. _____
- 8. ___ HDC Verification of SSN or TIN *(if applicable)*. 8. _____
- 9. ___ HDC Credit Report Authorization and Privacy Disclosure Form 9. _____
- 10. ___ Copy of personal credit report from Experian, Trans Union and Equifax preferably with credit scores and no more than thirty days old. 10. _____
- 11. ___ Copy of driver's license and/or Connecticut state identification card. 11. _____
- 12. ___ Photocopies of signed Federal Tax Returns for the last three years. 12. _____
- 13. ___ W-2s or 1099s from all jobs during the last three (3) years. 13. _____
- 14. ___ IRS Tax Return Transcripts for the last three (3) years. 14. _____
(alternative document to items #12 and #13).
- 15. ___ Paycheck-stubs for at least the last month. 15. _____
- 16. ___ Documentation letter of Social Security or Disability Benefits *(if applicable)*. 16. _____
- 17. ___ Documentation of any additional verifiable income used to qualify for a loan *(if applicable)*. 17. _____
- 18. ___ Documentation providing settlement of debts, such as receipts and settlement or re-payment letters to creditors or collection agencies etc. *(if applicable)*. 18. _____
- 19. ___ Letters from creditors, collection agencies etc., indicating that debts have been satisfied *(if applicable)*. 19. _____

Client Signature(s)

Date

R: Received

X: Not Received

N/A: Non Applicable

CF: Confirmed