

APPLICATION CHECKLIST

DO NOT SUBMIT YOUR APPLICATION WITHOUT INCLUDING ALL THE REQUIRED DOCUMENTS

INSTRUCTIONS:

- Applications must be mailed or dropped off; CJHRC does not accept applications or documents by email.
- Applications are processed in the order received and can take up to 6 weeks to review.
- All documents listed below are required for all household members over 18 years old.
- Submit copies only, not originals. Only notarized letters must be submitted in original format.
- All documents will become property of the Township and will not be returned.
- Incomplete applications and missing documents will delay the process and may not be reviewed.

DOCUMENT	DOCUMENT DESCRIPTION	APPLICANT	CO APPLICANT
Application	Complete all areas of the application, ensure application is signed by applicant and co-applicant, if any.		
Personal Identification	One of the following government-issue Id for each household member: Driver's license, State ID, passport or birth certificate.		
INCOME TAX RETURNS			
Federal Tax Return	Complete and signed copies of all pages for the most recent three (3) consecutive years, including W2 (no worksheets). Tax return transcripts will be accepted for the previous 2 years but not for the most recent year. You can contact the IRS to request copies by calling 1-800-908-9946 or going to the website www.irs.gov . If you did not file a tax return , a notarized letter will be required stating the reason why, along with IRS transcript showing no tax return filed.		
State Tax Return	Complete and signed copies for the most recent 3 consecutive years. A notarized letter will be required if you did not file.		
INCOME INFORMATION			
Employment	Four (4) consecutive and current pay stubs OR recent employer letter on letterhead including start date, gross annual income or number of hours worked per week and the hourly wage and one current paystub.		
Social Security and Disability	Most current benefit verification letter stating how much you will receive each month.		
Pension and Annuity	Most current benefit letter or company statement showing how much you will receive each month.		
Unemployment	Current benefits letter and last statement.		
Alimony and child support – received or paid	Copy of the court order and a printout of payments received during current year. All divorce or separated applicants must provide a divorce decree or notarized separation agreement. If you pay child support, payments may be deducted from your income.		
Self-employment	Current profit and loss statement. * See additional checklist for self-employed applicants.		
Welfare	Social Services letter of benefits for TANF/GA.		
Rental Assistance	Copy of current housing voucher, SRAP, TRA benefit letter, etc.		
Other income	All income must be documented with proof of payments received.		

Continued on reverse side

FINANCIAL AND ASSETS INFORMATION		APPLICANT	CO APPLICANT
Checking, Savings and debit card accounts	Six (6) current and consecutive statements, all pages.		
Interest income: CDs, Money Market, etc.	Three (3) current and consecutive statements, all pages. Quarterly statements are also accepted.		
Retirement: IRAs, 401K, etc.	Three (3) current and consecutive statements, all pages. Quarterly statements are also accepted.		
Investments: Stocks, Bonds, Mutual Funds	Three (3) current and consecutive statements, all pages. Quarterly statements are also accepted.		
Other online accounts	Paypal, Venmo, CashApp, ApplePay, Zelle, etc. If you have regular transactions to/from these other online accounts, six (6) current and consecutive statements will be required, all pages.		
Rental Income / Homeowner	Current lease and 6 months of payments and expenses. * See additional checklist for homeowners applicants		
FOR APPLICANTS APPLYING TO PURCHASE			
Pre-approval letter	Letter from a deed restricted lender. The pre-approval usually is based on 3 times your gross annual income. See lender list for requirements and restrictions.		
Attorney Information	The attorney form must be filled out and signed by all potential buyers. See list of attorneys.		
Down Payment/ Proof of funds	Usually 3% of purchase price should be saved in your accounts. If you will receive a gift, refer to the gift letter sample and proof of funds.		
OTHER DOCUMENTS / SITUATIONS			
Notarized letters *	An original letter explaining the reason why you don't have some or all the required documentation.		
Full time students over 18 years old	Must provide school letter showing current enrollment and number of credits taken. All other documents are still required when applicable.		
Divorce/ Separated applicants	All divorced or separate applicants must provide a divorce decree, settlement agreement or division of assets signed and notarized by both parties. A release form must be signed by the spouse of the separated applicant. Note: If you are separated but still legally married and do not have any legal documentation showing your status, your spouse still part of your household and their income will be counted.		
Child custody	If you are including a child not claimed on your tax return, provide proof of custody, court order and notarized letter.		
To extend certification	A letter requesting the extension.		

*** TO NOTARIZE A DOCUMENT:**

CJHRC has notaries on staff that can notarize your documents at no cost, by appointment only.
Explain the specifics of your situation in writing. The letter must be signed and dated in front of the notary.