



## CNH Financial Empowerment Center Supporting Documentation Checklist

Please use the checklist below to help you gather the items that are applicable to your household. Please make copies when possible – CNH cannot keep original documents. If you do not have access to a copier or making copies would be a financial hardship for you, please bring originals to your meeting and copies will be made. Please note that this will reduce the amount of time available to address your situation. Please call the CNH Intake Specialist at 231.924.0641 x129 or email [mdanhof+foreclosure@cnhousing.org](mailto:mdanhof+foreclosure@cnhousing.org) if you have questions regarding any of these items.

### Income Documentation

- One month of paystubs (e.g. two paystubs if paid bi-weekly/bi-monthly; four paystubs if paid weekly)
- Prior year W-2(s) (if self-employed, two years of Schedule C from your tax returns)
- Prior year IRS Tax Form 1040 that shows gross income

### Evidence of any/all other income, as applicable:

- Award letter(s) for any and all governmental assistance you receive (food stamps, welfare, unemployment). *Please be sure the letter applies to current period.*
- Social Security benefit letter for the current year
- Child Support Payments
- Pension payments
- Seasonal employment income
- Year-to-date Profit/Loss statement (if self-employed)
- Any income not listed above

### Bank Statements

- Most recent bank statement for all bank accounts (checking, savings, etc.). *Please do not bring a transaction history printed from the Internet, as this is not acceptable.*
  - If no bank accounts, please state this on a blank piece of paper with your name, signature and date

### Housing Related

- Minimum one, preferably two most recent mortgage statements (if you have a mortgage)
- Recorded property deed showing you are the legal owner of your property
- Most recent tax bill or tax statement (if not escrowed in your mortgage payment; **required for property tax foreclosure services**)
- Delinquent property tax notice(s) showing amount(s) owed (**required for property tax foreclosure services**)
- Most recent homeowner's insurance bill
- Utility Bills (gas/propane, electric, water/sewer, trash, recycling, phone [landline and/or cell], television/internet)
- Any foreclosure sale notice from lender or county
- Any other letters or correspondence from your mortgage company, county and/or attorney

### Current Debts

- Copies of bills for each creditor (bank, credit card company, student loans, etc.) with whom you have outstanding debt

### Auto Related

- Most recent auto loan statement (if separate from any bank statement noted above)
- Most recent auto insurance bill

### Bankruptcy

- Chapter 7 or 13 bankruptcy discharge papers and list of creditors

### Other Possible Items

- Copies of divorce decree and separation agreement
- Name, address, phone number of whom you pay for childcare
- Any other information you feel is pertinent to your situation