



For the application process, the household will need to bring in the following checklist items. If you do not have the required documents or completed applications, you will be asked to reschedule for another date and time\*If another time and date is available.

- Completed Foothills Regional Housing Application:** All household members 18-years of age and older will need to fill out an application.
- Completed CHFA Application**
- IDENTIFICATION DOCUMENTS:** All household members 18-years of age and older are requested to provide one document from Column A or one document from Column B **AND** one document from Column C as part of the rental application process. Columns A,B,&C can be found on page 4 of the Foothills Regional Housing Application.
- \$28.00:** All household members 18-years of age and older are requested to provide a \$28 money order or cashier's check for the background and credit check. We will **not** accept, cash, personal checks, or card payments.
- Birth Certificates:** Anyone in the household that is **under** the age of 18 will need to have their birth certificate brought in for the application process.
- (3x)Paystubs:** All Employed household members will need to bring in 3 of their most recent paystubs from all employers.
- Income Documentation:** If a household member receives income from something other than employment, they will need to bring in documentation of that income. Examples, Child support we will need all court documents for the child support order, SSI/SSDI we will need the updated 2022 award letter, Alimony payments we need all court documents pertaining to the case.
- Self-employment:** If you or a household member is self-employed, we will need to have the following items brought into the appointment. A copy of federal income tax returns as filed with the IRS. We would need the Two most recent years tax returns. Year-to-date profit and loss statement for each job. A business plan explaining business type/nature, frequency of work, frequency of payment, and payment amounts for each job as well. Self-employment includes Uber, Lyft, Doordash, etc. Self employed documents will be included in the attachments for the Signup genius.
- Divorce court order:** Divorced household members will need to bring in all court documents pertaining to the divorce.

\*If the applications and requested documents are not brought into your application appointment you will be asked to reschedule for a later date if there is availability.