



For the application process, the household will need to bring in the following checklist items.

- Completed Foothills Regional Housing Application: All household members 18-years of age and older will need to fill out an application.
- Completed CHFA Application (Income Restricted Only)
- 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.
- COPY of Student Loans and/or grants and class schedule.
- 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 2024 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 completed or brought in this could delay the application process.

