

**Copy of Valid Photo I.D. of all household members age 18 and over**

- Copy of Driver License (color copy); or
- State-issued ID (color copy); and,
- If not a US Citizen, copy of Permanent Resident Alien card (color copy of front and back)

**Copy of birth certificates for everyone living in the home**

**Social Security card for everyone living in the home**

**Proof of Income for everyone living in the home:**

If employed:

- Copies of most recent 90 days of paystubs
- Copies of two most recent tax returns, including W2 forms

If self-employed:

- Copies of two most recent tax returns (including 1099 forms and schedule C)
- Current year-to-date Profit & Loss Statement

Benefits (Social Security, Disability, Retirement:)

- Copy of updated/current award letter stating the monthly benefit, and duration, if applicable

Alimony/Child Support:

- Copy of court order showing amount awarded
- Copy of case history showing amounts disbursed
- If not court ordered, 6 months of payment history
- If divorced, copy of divorce decree

Other:

- Award letters for other assistance, if applicable, i.e.:  
HUD  
SNAP/Food Stamps  
Housing

**Bank statements:**

- Copies of the most recent 6 months of all bank statements, checking, savings, other, for all members of the household
- Copy of most recent 401(k) statement(s), if applicable

### INSTRUCTIONS:

- Application must be completed, signed, and returned to our office at 280 Alligator Drive, Venice, FL 34293 along with all copies of supporting documents listed.
- You will be contacted regarding an update of your eligibility and how to proceed within 4-6 weeks of your complete application being received.
- After your application is received additional information may be required, along with documentation that you are unable to qualify for a conventional mortgage. A background check is also required.
- If eligible to proceed, a \$32.06 credit fee will need to be paid via check or money order.
- Please call ahead when picking up or dropping off.
- For questions, contact Mary Ouellette: [mouellette@HabitatSouthSarasota.org](mailto:mouellette@HabitatSouthSarasota.org) or (941) 493-6606 ex.226.

**Rental agreement for current place of residence**

**Employer contact information:**

<b>Employer 1:</b>	<b>Employer 2:</b>
Name: _____	_____
Address: _____	_____
_____	_____
Phone: _____	_____
Fax: _____	_____
Email _____	_____

**Landlord contact information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email \_\_\_\_\_

**IF ANY OF THE REQUIRED DOCUMENTS ARE NOT SUBMITTED, YOUR APPLICATION CANNOT BE PROCESSED.**

- You must have lived or worked in South Sarasota County affiliate boundary for the past 12 months, i.e., Osprey, Laurel, Nokomis, Venice, North Port or the Sarasota County side of Englewood.
- You must be a US Citizen or Permanent Resident Alien.
- If married, you must apply with your spouse.
- You must have 2 years of verifiable income and the ability to repay the mortgage.
- You must wait 3 years after foreclosure or bankruptcy has been finalized.
- Your household gross income must fall between the following income limits:

**HFH SOUTH SARASOTA COUNTY ANNUAL 2021 INCOME LIMITS**

Family Size	Minimum	Maximum
1	\$27,050	\$43,460
2	\$30,900	\$49,400
3	\$34,750	\$55,600
4	\$38,600	\$61,750
5	\$41,700	\$66,700
6	\$44,800	\$71,650



280 Alligator Drive, Venice, FL 34293  
941-493-6606  
[www.habitatsouthsarasota.org](http://www.habitatsouthsarasota.org)