



Housing Counseling Services, Inc.

2410 17th St., N.W. • Suite 100 • Adams Alley • Washington, D.C. 20009
202-667-7006 • www.housingetc.org

POST OCCUPANCY DOCUMENTATION CHECKLIST

IF YOU ARE HAVING A HOUSING PROBLEM: HCS can assist you in learning about the various solutions to the problem and will assist you in resolving it. In order to assist you, the HCS counselors will need you to bring the following documents to your appointment (please bring in all the items marked):

____ Proof of income

____ Last **3 months** bank statements for **all accounts**.

____ Verification of ownership of stocks, bonds, Certificates of Deposit, IRA, etc.

____ Last **2 years** Federal and City/State tax returns and W2's for **all adults**.

____ Copies of **last 3 months** bills including credit cards, utilities, car loans, etc.

____ Copy of Credit Report within 90 days old or HCS **WILL PULL** a merged credit report. **The fees are as follows:**

EXPERIAN OR TRANSUNION: 1 bureau: Individual \$5.29 OR Joint \$10.57

EQUIFAX 1 bureau: Individual \$5.92 OR Joint \$11.42

EXPERIAN/TRANSUNION 2 bureau: Individual \$9.51 OR Joint \$19.02

EXPERIAN/EQUIFAX 2 bureau: Individual \$10.15 OR Joint \$19.87

TRANSUNION/EQUIFAX 2 bureau: Individual \$10.15 OR Joint \$19.87

3 CREDIT BUREAU: Individual \$14.00 OR Joint \$25.88

Please provide payment with one of the following: credit card, debit card, check or money order. Your Housing Counselor will stamp our name (HCS) on the payable line for check/money order payments. CASH PAYMENTS ARE NOT ACCEPTED. Please complete spouse's information for joint credit reports only. THERE IS A BANK FEE OF \$6.00 FOR CHECKS RETURNED FOR INSUFFICIENT FUNDS.

____ Any other documentation which is pertinent to your personal situation.

____ List of problems in your home that need repair or issue/problems you're having concerning your home.

____ **Copy** of your Deed and mortgage note (**Deed of Trust**).

____ Settlement Documents

____ **All** correspondence received from your landlord or mortgage company

____ All legal notices or correspondence received concerning your problem.

____ Mortgage payment book

____ Name, Address and Phone number for landlord/mortgage company or others

____ Other documents: (**additional documentation may be required in order to complete your application**).