



Housing Counseling Services, Inc.

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

BUDGET AND CREDIT

CLIENT DOCUMENTATION CHECKLIST:

IF YOU WISH TO HAVE ASSISTANCE IN REVIEWING YOUR FAMILY'S FINANCIAL SITUATION: HCS will assist you to design a budget and savings plan, resolve delinquencies and credit problems, understand your financial options, or prepare for future purchase or rental.

In order to assist you, please bring the following documents to your appointment:

- _____ Proof of income (two most recent pay stubs for all adults)
- _____ Proof of non-employment income such as pension, Public Assistance, SSI, etc.
- _____ Two most recent bank statements for all accounts
- _____ Verification of ownership of stocks, bonds, Certificates of Deposit, IRA, etc.
- _____ Most recent Federal and City/State tax returns and W2's for all adults.
- _____ Copies of all recent bills including credit cards, utilities, car loans, etc.
- _____ Copy of your credit report which is not more than ninety (90) days old. If you do not have a copy of your credit report (which you may obtain by contacting the credit bureau directly). HCS will pull a three-bureau credit report. Please provide payment with one of the following: credit card or debit card. Please complete spouses' information for joint credit reports only. Visit hcsetc.org/creditprice for updated pricing.
- _____ Copy of Valid Driver License, Non driver's ID card, Passport, or other official picture ID
- _____ Your counselor may request additional documents once she/he meets with you.