

**RWTW COMMUNITY DEVELOPMENT CORPORATION**  
**DOCUMENTATION CHECKLIST**  
**“MANDATORY”**

.. **General Documents**

- .. Social Security Card and driver’s license or other picture ID

.. **Documents to Support Income**

- .. Most recent two months’ pay stubs
- .. Income tax returns for the last two years if you are self-employed

.. **Evidence of all other income, including**

- .. Child support payments
- .. Seasonal employment income
- .. Government assistance
- .. Social Security benefits
- .. Statements of stock dividends
- .. Income tax returns for last two years, including W-2s and all attached schedules

.. **Documents to Support Savings and Recent Bank Activity**

- .. Most recent savings account statements
- .. Most recent checking account statements
- .. Most recent brokerage statements showing stocks and bonds balances and recent transactions

.. **Documents to Support Current Debts**

- .. For each creditor (bank, credit card or person) with whom you have an outstanding debt: name, address, account number, balance, monthly payment
- .. Tri-Merge Credit Report (Credit report should be no more than three months old)

.. **Documents to Explain Irregularities**

- .. Chapter 7 or Chapter 13 bankruptcy discharge papers and list of creditors

.. **Other**

- .. Veteran’s certificate of eligibility
- .. Certified copies of divorce decree and separation agreement
- .. Name, address and phone number of the person to whom you pay childcare
- .. Homebuyer Class Certificate

**ALL FINANCIAL DOCUMENTS MUST BE UPDATED MONTHLY  
FOR EXAMPLE: BANKING INFORMATION, DEPT INFORMATION, AND  
FINANCIAL DOCUMENTATION SUCH AS PAY STUBS, ETC.**