

## 2<sup>ND</sup> NORTHWEST COOPERATIVE HOMES

### Items Needed When Submitting An Application

Dear Prospective Member:

Thank you for your interest in Second Northwest Cooperative Homes. Attached you will find a fact sheet containing information about Second Northwest Cooperative Homes, and an official Second Northwest Cooperative Homes application. Please be sure to complete all applicable sections of the application and provide all required attachments.

To ensure prompt processing of your application, you must submit the following items listed below with your application. Please note that we will not accept incomplete applications.

1. Processing Fee of \$25.00 per Adult 18 years and older (money-order or cashier check only)
2. Marriage License (if applicable)
3. Birth Certificates (long Form only), Green Cards, I-94's, for all family members
4. Social Security Cards for all family members
5. **All income** for all household members (six current pay-stubs if working, social security, tanf, etc.)
6. **Three months current** bank statements (checking and/or savings account)
7. Copy of your **current** lease; if living with someone a **notarized letter** from owner indicating you reside at the residence and how much you contribute to household expenses
8. Current drivers license or DMV ID card for all family members of age
9. Recent police clearance (not more than 30-days old)

Again, thank you for your interest in Second Northwest Cooperative Homes. Should you have any questions about the application process, please feel free to contact our office.

Sincerely,

Second Northwest Cooperative Homes