



6984 Hwy 711 W  
PO Box 2709  
Pembroke NC 28372  
910-521-7861

## **HOUSING CHECKLIST**

1. **\_\_\_\_\_ Copy of Applicant's Tribal Enrollment Card**
2. **\_\_\_\_\_ Copy of Applicant's Picture ID**
3. **\_\_\_\_\_ Copy of Social Security Cards for all household members**
4. **\_\_\_\_\_ Copy of Birth Certificates for all household members age 16 or older**
5. **\_\_\_\_\_ Proof of income for all household members**
6. **\_\_\_\_\_ Proof of Disability (If applicable)**  
**\*\*\* If handicap accessibility is needed, a letter from your doctor will be required.**
7. **\_\_\_\_\_ Criminal Record Check will be performed (Everyone in household 18 and over)**
8. **\_\_\_\_\_ Copy of bank statements of all household members (Rehab, Rental, Mortgage)**
9. **\_\_\_\_\_ Proof of all assets (Title or registration of vehicles, motorcycles, boats, etc.) (Rehab, Rental, Mortgage)**
10. **\_\_\_\_\_ Copy of Deed to Property and/or Filed Lifetime Rights and/or Mobile Home Title/Bill of Sale (Rehab)**
11. **\_\_\_\_\_ Copy of Power of Attorney (If applicable)**
12. **\_\_\_\_\_ Court Ordered Eviction Notice (For Rental Only)**
13. **\_\_\_\_\_ Verification of all bills paid in prior month (For Mortgage and Rental Only)**
14. **\_\_\_\_\_ Hardship Documentation (For Mortgage and Rental Only)**
15. **\_\_\_\_\_ Copy of Default or Bankruptcy letter (for Mortgage Only)**
16. **\_\_\_\_\_ Copies of all recurring monthly bills (For Mortgage Only)**
17. **\_\_\_\_\_ Pre-Approval letter & Loan Application will be required from lender. (For Down Payment Only)**
18. **\_\_\_\_\_ Copy of Deed to property (Double wide and/or Modular Homes) (For Down Payment Only)**
19. **\_\_\_\_\_ Copy of Default or Bankruptcy Letter (Mortgage Only)**

**\*\*Application will not be processed until ALL documents are obtained by the Housing Department**  
**\*\*APPLICATIONS ARE TAKEN ON MONDAY – FRIDAY 8AM-4:30PM**