

North & East Lubbock

Community
Development
Corporation



An Anchor
for the
Community

Est. 2004

Housing Counseling Documentation Checklist

CLIENT NAME: _____ CASE #: _____

LEFT SIDE

COMMENTS

Counseling Process Checklist	
Counseling Activity Log	
Client Action Plan	
Credit Report	
Homeownership Education Class Certificates	
Client Authorization Form	
Any Additional Authorization Forms	

RIGHT SIDE

Client Intake Form (application)	
Affordability Analysis	
Income Verification Form (DP & CCA)	
Household Spending Plan	
Tax Returns	Years
W-2's	Years
Pay Stubs	Time Period
Bank Statements	Time Period
Installment Account Statement	
Non-traditional credit information (if applicable)	
Proof of additional sources of income	
401 K, Investment, Retirement Account	
Award Letter-SSI, Pension, Retirement	
Bankruptcy Papers (if applicable)	
Divorce Decree (if applicable)	
Letters of Explanation	
Other supporting documentation (i.e. credit dispute letter, repayment schedule, etc.)	

Counselor Assigned to File: _____ Date: _____

File Prepared By: _____ Date: _____

Service Type: _____