



8025 Liberty Road Windsor Mill, Maryland 21244
Phone: (410) 496-1214 Fax (410) 496-9352 website: www.diversifiedhousing.org

One-On-One Counseling Session Document Check List 10/9/2020 Submit Documents After Attending Workshop. Do not alter documents!

Names: _____, Phone # _____

Email Address: _____ Date of Workshop _____

**Please make copies of all documents; we will not accept original documents.
All Documents must be legible. No Screen Shots!**

_____ Check List and Intake Form- Emailed to you with the workshop information. Make sure you enclose the checklist.

_____ Proof of Income -60 days of Pay Stubs. Proof of all household income -SELP requires verification of all income. **Pay Stubs must be current, consecutive and legible.**

_____ 2 Proofs of ID for all borrowers- Driver's License or Maryland ID and Social Security Card. Social Security Card is mandatory.

_____ Documentation of other income-Social Security, Child Support, Disability, Retirement, Pension, etc.

_____ Current BGE Bill (If you do not pay BGE, just write a brief letter stating you do not pay BGE).

_____ 60 days of current Bank Statements; all pages- Name and address must be on the Statements.

_____ Signed 2018 & 2019 Federal 1040 Tax Returns all pages and W2'S for both years.

Do Not Send Maryland Tax Returns.

_____ One Copy of your Credit Report. Credit Reports cannot be over 60 days old. You can obtain a free copy from **annualcreditreport.com**, or provide a money order for \$19.04 for single and \$38.08 for couples to have DHD pull your Credit Report. Do not send blank money orders! Make Money orders payable to Diversified Housing Development.

_____ Budget Form- Emailed to you with the workshop information.

The above documents must be submitted prior to your counseling session. If you have any questions; please email info@diversifiedhousing.org. Appointments must be scheduled and will be done over the phone.

**All documents must be mailed or put into the drop box outside our office door.
(Do not send documents by Certified Mail) We do not accept faxes or emailed documents.**

Please mail documents to
Tina Vice-Diversified Housing
Development 8025 Liberty Road, Windsor Mill, MD 21244.