



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 062022

Submit Documents After Attending Workshop. Do not alter documents!

Workshops are good for one year; all counseling sessions must be completed 30 days before the workshop expiration date. **All documents are mandatory!**

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- Given out at the Workshop. Make sure you enclose the checklist.

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

____ 2 Proofs of ID for all borrowers- Driver's License, and Social Security Card.
Do not send expired driver's license.

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

____ Most recent BGE (If you do not have a BGE bill; please write a brief statement.)

____ 60 days of current Bank Statements; all pages- Name and address must be on the Statements.
No Transaction Statements!

____ Signed 2020 & 2021 Federal 1040 Tax Returns all pages and W2'S. If self-employed you will need a Profit and Loss, or Schedule C must be in the returns. Do Not Send Maryland Tax Returns.

____ 1 Credit Report; all pages- or a money order for \$20.40 for single or \$37.30 for married couples to pull credit report. Credit Report cannot be over 60 days old. You can obtain a free copy from annualcreditreport.com. Make money order payable to Diversified Housing Development,

____ Budget Form- Form must be completed- Given out at Workshop.

The above documents must be submitted prior to your counseling session. Sending incomplete packages and screen shots will delay your appointment. If you have any questions; please email info@diversifiedhousing.org. All 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 or Priority 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.