



NEIGHBORHOOD
HOUSING SERVICES
OF NEW ORLEANS

Thank you for your interest in Neighborhood Housing Services (NHS). NHS is a nonprofit organization dedicated to assisting renters become first time homebuyers and assisting persons who are already homeowners in renovating their homes.

The first step to becoming a part of the NHS program is to attend one of our orientation sessions. Please be on time! ***The orientation sessions start promptly every Wednesday at 5:30 p.m. or Thursday at 10:00 a.m.*** Please bring a completed application packet and all necessary documentation required on the checklist provided at the bottom of this form. **Incomplete applications with missing information and/or insufficient income documentation will not be accepted.**

We regret that we cannot provide childcare. Please do not bring children to the orientation sessions.

CHECK LIST

The following information is necessary to complete your orientation process. If your information is not complete you will not be able to move forward to the next step in the process. **When submitting documentation, please make sure you bring copies.** NHS cannot make copies of your originals or return submitted your documents once they are submitted.

_____ PERSONAL PROFILE FORM (Complete the Personal Profile Form attached to this form and bring with you to orientation.)

_____ PROOF OF INCOME (3 most recent check stubs, Social Security Award Letter, Retirement Pension Letter, or any other information that establishes your current income).

_____ PREVIOUS TWO YEAR'S TAX RETURNS (2004 & 2005 or 2005 & 2006) COMPLETE WITH THE 1040 FORM & W2 FORMS. IF SELF-EMPLOYED TWO YEARS TAX RETURNS AND YEAR TO DATE PROFIT & LOSS STATEMENT. **Note: If you are unable to locate your tax returns, you can obtain a transcript for any missing years from the Internal Revenue Service office located at 600 South Maestri Place facing Lafayette Square one block off Poydras and St. Charles Avenue or call 558-3001 for more information.**

_____ CREDIT REPORT FEE: **\$20.40 - Single Applicants** or **\$21.27 - Joint Applicants**
ALL PAYMENTS MUST MADE IN THE FORM OF A CHECK OR MONEY ORDER, **MADE PAYABLE TO: Neighborhood Housing Services or NHS**. Credit reports from outside sources are not accepted as a substitute for the tri-merge credit report required by NHS.

***Remember: It is very important that you bring copies of the above mentioned documentation, because this information cannot be returned to you once it is submitted.**