



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 (Everyone in household 18 and over)
8. _____ Copy of bank statements of all household members
9. _____ Proof of all assets (Title or registration of vehicles, motorcycles, boats, etc.)
10. _____ Copy of all Deed to Property and/or Filed Lifetime Rights and/or Mobile Home Title/Bill of Sale
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. _____ Copies of all recurring monthly bills (**For Mortgage Only**)
16. _____ Pre-Approval letter, & Loan Application will be required from lender. (**For Down Payment Only**)
17. _____ Copy of all Deeds to property (Double wide and/or Modular Homes) (**For Down Payment Only**)

**Application will not be processed until ALL documents are obtained by the Housing Department

****APPLICATIONS ARE TAKEN ON MONDAY – FRIDAY 8AM-4:30PM**