

703 Osuna Rd. NE
Suite # 2
Albuquerque, NM 87113



Phone (505) 345-4949
Fax (505) 344-4245
Toll Free (855) 345-4949

Documents Needed to Process an Application

1. **Proof of Income:**

- a. Employed: 3 most recent Pay Check Stubs
- b. Social Security: Most Recent Award Letter or Most recent Bank Statement showing Direct Deposit of Social Security check.
- c. Self Employed: Most recent tax returns and notarized statement of earnings
- d. Unemployment: Benefits History Report
- e. Not Employed: Notarized Statement explaining financial situation

* **Any one 18 years of age or older must provide proof of income if employed OR a school schedule OR a notarized statement explaining financial situation.**

2. **Proof of Ownership:**

- a. Property Tax Statement
- b. Mortgage Statement
- c. Recorded Real Estate Contract
- d. Statement of Occupancy (Pueblos Only)

* **One Proof of Ownership is required**

3. **Rental Property – Copy of Rental agreement & Landlord Proof of ownership**

4. **Most recent Electric & Gas or Propane Bill**

5. **Picture ID for everyone over 18 years of age**

6. **Date of Birth for all members of the household**

All completed applications with all Documentation should be mailed or faxed to:

**Central New Mexico Housing Corporation
703 Osuna Rd. NE Suite 2
Albuquerque, New Mexico 87113
Fax # 505-344-4245**

Serving the Families of New Mexico
www.centralnmhousing.org