

FACTORS FOR CONSIDERATION

FACTORS FOR CONSIDERATION	YES	NO	N/A	COMMENT
<b>PAYMENT HISTORY</b>				
Excellent				
Good				
Poor				
Very Bad				
<b>PBA HISTORY</b>				
# of Previous PBAs				
# of Broken PBAs				
<b>Purpose of PBA</b>				
Delinquency				
Work order				
<b>COURT HISTORY</b>				
<b>AFFORDABILITY</b>				
Excellent				
Moderate				
Poor				
<b>CIRCUMSTANCES</b>				
Unemployment				
Catastrophic Illness				
Death				
Divorce				
<b>BUDGET COUNSELING</b>				
Attended				
Willing to Attend				
<b>OTHER RESOURCES</b>				

**DOCUMENTATION CHECKLIST \***

REQUESTS FOR VERIFICATION	REQ	DATE OF INTAKE	DATE REQUESTED		DATE REC'D	COMMENTS
			1ST	2ND		
<b>UNEMPLOYMENT</b>						
Applied for Unemployment Compensation Benefits						
Verification of recertification with NPTHA						
Application for General Assistance						
Application for TANF						
Personal Budgeting Counseling						
<b>DEATH</b>						
Funeral Assistance from NPTEC						
Loan application from BIA Credit						
Verification of recertification with NPTHA when household income is loss as a result of death of head of household						
Social Services Emergency Assistance						
Postponement of other non-housing related debt						
<b>CATASTROPHIC ILLNESS</b>						
NMPH assistance						
Medical Verification from attending physician						
Postponement of other non-housing related debt						
Handicap/Disability Verification						
Alimony Verification						

Budget Counseling w/NPTHA						
<b>SUPPLEMENTAL DOCUMENTS FOR PROCESSING</b>						
Insurance Verification						
IRS Form 4056 (OMB No. 1545-0429)						

\*NP reserves the right to utilize any of the above or any other forms necessary to verify applicant information.

**CHECKLIST OF REQUIREMENTS**

	<b>YES</b>	<b>NO</b>	<b>DATE ACCEPTED</b>	<b>DATE DENIED</b>	<b>EXPLAIN</b>
<b>UNEMPLOYMENT</b>					
Met with NPTHA staff and reported loss of employment for house payment reduction?					
Applied for Unemployment Compensation Benefits?					
Applied for other employment?					
Applied for General Assistance?					
Applied for TANF?					
Contacted NPTHA for Personal Budgeting Counseling?					
<b>DEATH -- HAVE YOU?</b>					
Obtained funeral assistance from NPTEC?					
Met with NPTHA to complete paperwork necessary when household income is loss as a result of death of head of household?					
Prepared a loan application from BIA Credit?					
Applied to Social Services for Emergency Assistance?					
Made arrangements with creditors to postpone other payments?					
Made arrangements to have your car payment deferred?					
<b>CATASTROPHIC ILLNESS</b>					
Obtained assistance from NeeMeePoo Health?					
Medical Verification from attending physician					
Made arrangements to have your car payment deferred?					
Made arrangements with creditors to postpone other payments?					
Have you applied for disability income?					
Applied to Social Services for Emergency Assistance?					
Prepared a loan application from BIA Credit?					
Have you met with NPTHA staff to work out a payment arrangement plan?					

