



12972 San Pablo Ave tel 510.237.6459
Richmond, CA 94805 fax 510.237.6482
www.richmondnhs.org

Dear Client:

Thank you for choosing Richmond Neighborhood Housing Services Inc. (RNHS) as Housing Education & Counseling provider. RNHS is a HUD-approved 501(c)(3) not-for-profit corporation that provides housing counseling dedicated to creating vibrant communities and building assets that make a positive impact in people's lives.

A positive impact on a resident's lifestyle will be gained as residents learn to successfully build or rebuild their credit histories and take the important step toward overall financial health.

We provide education and tools to:

- Understand Resident Rights and Responsibilities
- Improve Financial Literacy
- Reduce Debt
- Improving Overall Credit Health
- Preparing for Homeownership

Please fill out the application along with the following documents:

1. Complete the attached counseling application.
2. Provide two consecutive months of paycheck stubs or source of income for each applicant.
3. Provide three consecutive months of bank statements from all institutions.
4. Provide last three years of tax returns with all schedules, W-2's and 1099's for each applicant. **INCLUDE ALL PAGES.**
5. Credit report payment (\$30 per individual or \$55 per couple)

Once completed please sign and date the application and return by using one of the following:

Mail: 12972 San Pablo Ave, Richmond, CA 94805

Email: tisha@eastbaynhs.org

Fax: (510) 237-6482

Once your application is processed, we will schedule your initial one-on-one counseling session in person or by telephone with a certified personal counselor.

NOTE: If your application is incomplete, this will delay your appointment with a certified personal counselor to guide you every step of the way.

RNHS is looking forward to assisting you in achieving your financial goals. Please feel free to contact us at (510) 237-6459 for any additional questions or concerns.

Sincerely,
The RNHS Team