



Holiday Loan Program Requirement Checklist



****Applications available from October 1st to December 16th****

LOAN AMOUNTS FROM \$500 - \$1500

1. _____ **The Loan Application** - Must be completed, signed and dated by the applicant(s). Married applicants, including spouses in common-law marriages, shall apply jointly.
2. _____ **ATTACH the following documents for the Applicant and/or Spouse.**
(Please provide **CLEAR COLORED COPIES** as department will **NOT** make copies).
 - ◆ Valid State Drivers License(s) or State Identification Cards(s)
 - ◆ Social Security Cards(s)
 - ◆ Two (2) most recent check stubs from each of the applicants(s) four (4) check stubs if paid weekly, or award letter if on fixed income.
 - ◆ Document with physical description of current residency (Any billing statement within (30) thirty days, to ensure physical address is on the document.)
3. _____ **Employment Verification Form(s)** - Must be completed & stamped by the Employers Human Resources Department. Employment verifications will not be accepted if altered.
4. _____ **References** - All references must be nearest immediate relatives of applicant and/or spouse. **NO Co-Workers or Friends.**
5. _____ **Signed & Notarized Ethical Certification Form** - Required only if applicant(s) is a Navajo Nation Elected Official, Political Appointee, Presiding Judge or Office of the Controller Staff (also applies to Co-signers). Forms available in office or online website.

Eligibility:

- ◆ 18 years and older, must be an enrolled member of the Navajo Nation.
- ◆ Must be employed **Full Time** for two (2) years or more with no break-in service. A Co-signer may be required. A Co-signer application must be completed.
- ◆ The applications are available at the office or online at www.nnooc.org website.
- ◆ Non-Tribal Member employed with the Navajo Nation full time.

Loan Applications lacking any of the required documents will be considered incomplete. An incomplete application will NOT BE ACCEPTED.

**EMAILED LOAN APPLICATIONS TO:
CREDITDOCUMENTS@NNOOC.ORG**

ALL APPROVED LOANS WILL BE ASSESSED A LOAN CLOSING FEE OF \$65.00 AND WILL BE INCLUDED IN THE LOAN.