

Required Document Checklist

Homeownership Program Application, Required Documents

1st Phase Documentation

****Submit most recent copies of documents below with your completed application****
****Originals will not be accepted****

- Paystub(s) from last 30 days prior application submission for all household members over 18.
- Most recent 2 years tax returns and corresponding W2's/1099's. (2017 accepted only if 2019 has not been filed, 2019 will be required after April 15th, 2020)
- Most recent Retirement, SSI letter and/or Disability award letter, if applicable.
- Most recent court order for child support. (supporting document examples: bank statement or pay card history showing regular payments)
- Current lease or most recent lease held in the past two years.
- Payday and/or title loan statements.
- \$32 money order for one Applicant or \$64 for Co-Applicants.



The below documents will be requested in a letter by mail if you qualify for the next phase in the process.

2nd Phase Documentation

Applicants who meet the income, credit and background qualification criteria will be notified via mail and will have 2 weeks to submit all applicable items below.

- Employment Verification form (Copy of form mailed with Phase 2 letter)
- Landlord Verification form (Copy of form mailed with Phase 2 letter)
- Certificate of Zero Income form (Copy of form mailed with Phase 2 letter, if applicable)
- Last 6 months' bank statements for all checking and savings accounts
- Driver's License, State ID or Passport
- Copy Social Security Card for all household members
- Birth certificate(s) and/or permanent resident cards for all household members
- Asset documents (401K/IRA, Cd's, Bonds, whole life insurance cash value, etc.)
- Divorce Decree, if applicable
- SNAP benefit award letter, if applicable
- Certificate of Release or Discharge (DD214), Veterans only

