



CITY OF HOUSTON

Housing and Community Development Department
Homebuyer Assistance Program

Sylvester Turner

Mayor

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APPLICANT DOCUMENT CHECKLIST

(All documents listed must be present at the time of loan submittal and no more than 90 days old.)

Required Documents

Specific Requirements

Valid State Issued Driver's License or ID Card	All household members 18 years or older.
Proof of Legal Status or Citizenship*	All household members 18 years or older. (Birth Certificate, Passport, Residency Card, and etc).
Birth Certificate, Legal Documentation of Adoption or Guardianship	All household members 17 years or older.
Homebuyer Education Certificate	For applicant and co-applicant and must be less than one (1) year old.
Most recent three (3) months of paycheck, pension, and/or social security receipts.	For all persons in the household 18 years or older or provide a Certification of Zero Income.
Award letters for benefits (if applicable)	For all household members (SSI, Disability, Pension, unemployment, etc.)
Most recent three (3) months of bank statements for all checking accounts (or VOD)	All household members 18 years or older.
Most recent one (1) month bank statements for all savings, retirement accounts, 401(K)s, etc.	All household members 18 years or older.
Form 1010(s) & supporting documents	For unverified deposits \$100.00 or more
Three (3) years tax returns with all schedules.* Self-Employed Only	For all persons* in the household 18 years or older who are Self-Employed Only .
Divorce decree (if applicable)	All household members 18 years or older. Recorded/Signed copy, all pages.
Child Support (if applicable)	All household members 18 years or under. OAG printout covering last 12 mos.
Mortgage Lender Pre-approval Letter	