



CITY OF HOUSTON

Housing and Community Development Department
Homebuyer Assistance Program

Sylvester Turner

Mayor

Tom McCasland
Director
2100 Travis St., 9th Floor

Houston, Texas 77007

T. (832)394-6200
F. (832)395-9658
www.houstontx.gov/housing

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 Cert., Passport, Residency Card and etc.)
	Birth Certificate, Legal Documentation of Adoption or Guardianship	All household members 17yrs or younger
	Homebuyer Education Certificate	For applicant and co-applicant and must be less than a (1) year old
	Most recent one (1) month of paycheck stubs, pension statement(s), and or Housing Choice Voucher	For all persons in the household 18 years or older or provide a Certification of Zero Income and TX Workforce Commission Printout.
	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 and older
	Most recent one (1) month bank statements for all savings, retirement accounts, 401Ks, etc.	All household members 18 years and older
	Form 1010(s) & supporting documents	Internal document for non-verified deposits \$100 or more
	Most recent year tax return with all schedules & YTD profit and loss statement. * Self Employed Only	For all persons in the household 18 years or older who are <u>Self-Employed Only</u> .
	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 months
	Lender Pre-Approval Letter	For applicant and Co-applicant
	Other applicable documents as needed	