



# 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
Income Worksheet (client verification of income)	Internal Document
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 (1) year old
Most recent three (3) months 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
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 <b>Self-Employed Only.</b>
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
Extra Documents	VOE Internal Document