

# HOME BUYER ASSISTANCE PROGRAM

## APPLICANT DOCUMENT CHECKLIST



REQUIRED DOCUMENTS	SPECIFIC DETAILS
<input type="checkbox"/> HbAP Intake Application	Damaged property sections are for homeowners only. Mark DOES NOT APPLY where applicable
<input type="checkbox"/> Valid Government Issued ID or driver's license	All adult household members, age 18 years or older
<input type="checkbox"/> Proof of Legal Status for all loan applicants	U.S. birth certificate or passport, permanent resident or social security card
<input type="checkbox"/> Birth certificate, legal guardianship or adoption documentation	For all minor household members, age 17 and younger
<input type="checkbox"/> Proof of Residency during Hurricane Harvey	August 2017 lease agreement, utility bill, or bank statement with City of Houston Harvey impacted address
<input type="checkbox"/> Documentation of homeownership, proof of property disposal, and Duplication of Benefit Acknowledgment (if applicable)	Required if applicant owned a home that was deemed a total loss as a result of Hurricane Harvey
<input type="checkbox"/> Homebuyer Education Certificate ( <b>HUD approved agency only</b> )	For applicant and co-applicant; must be less than a year old at the time of application. Must be the eight-hour course
<input type="checkbox"/> Most recent three (3) months paystubs, pension statement, etc.	For all adults in the household or completion of a Certification of Zero Income and TX Workforce Commission statement (required, if unemployed)
<input type="checkbox"/> Most recent award letter for all benefits	For all household members receiving SSI, disability, or unemployment benefits
<input type="checkbox"/> Most recent three (3) months bank statements for all checking accounts	All adult household members
<input type="checkbox"/> Most recent one (1) month bank statement for all savings, retirement accounts, 401K, etc.	All adult household members
<input type="checkbox"/> Most recent year's tax return with all schedules and year-to-date profit and loss statement (self-employed only)	For all adult, self-employed household members
<input type="checkbox"/> Child Support Statement (if applicable)	For all minor household members 18 years or under. OAG printout covering last 12 months
<input type="checkbox"/> Divorce Decree (if applicable)	All adult household members, must include all pages of the recorded/signed copy
<input type="checkbox"/> Lender pre-approval letter	For applicant and co-applicant, dated within the last 120 days
<input type="checkbox"/> First-time Homebuyer Status and Certification (internal document)	Signed by applicant and co-applicant
<input type="checkbox"/> Conflict of Interest Form (internal document)	Signed by applicant and co-applicant
<input type="checkbox"/> No Child Support Affidavit (internal document)	Required for all adult household members, must be notarized

Copies of documents are required and no originals will be accepted