

# HOME BUYER ASSISTANCE PROGRAM

## APPLICANT DOCUMENT CHECKLIST



Copies of documents are required and no originals will be accepted.

| REQUIRED DOCUMENTS  | SPECIFIC DETAILS   |
|---|--|
| <input type="radio"/> HAP Intake Application  | Damaged property sections are for homeowners only. Mark DOES NOT APPLY where applicable                                |
| <input type="radio"/> Valid Government Issued ID or driver's license  | All adult household members, age 18 years or older   |
| <input type="radio"/> Proof of Legal Status for all loan applicants   | U.S. birth certificate or passport, permanent resident or social security card   |
| <input type="radio"/> Birth certificate, legal guardianship or adoption documentation   | For all minor household members, age 17 and younger  |
| <input type="radio"/> 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="radio"/> Most recent three (3) months paystubs, pension statement, etc.  | For all adults in the household or completion of a Certification of Zero Income statement (required, if unemployed)    |
| <input type="radio"/> Most recent award letter for all benefits   | For all household members receiving SSI, disability, or unemployment benefits  |
| <input type="radio"/> Most recent three (3) months bank statements for all checking accounts  | All adult household members  |
| <input type="radio"/> Most recent one (1) month bank statement for all savings, retirement accounts, 401K, etc.                                 | All adult household members  |
| <input type="radio"/> Most recent year's tax return with all schedules and year-to-date profit and loss statement ( <b>self-employed only</b> ) | For all adult, self-employed household members   |
| <input type="radio"/> Child Support Statement (if applicable)   | For all minor household members 18 years or under. OAG printout covering last 12 months                                |
| <input type="radio"/> Divorce Decree (if applicable)  | All adult household members, must include all pages of the recorded/signed copy  |
| <input type="radio"/> Lender pre-approval letter  | For applicant and co-applicant, dated within the last 120 days   |
| <input type="radio"/> First-time Homebuyer Status and Certification (internal document)   | Signed by applicant and co-applicant   |
| <input type="radio"/> Conflict of Interest Form (internal document)   | Signed by applicant and co-applicant   |
| <input type="radio"/> No Child Support Affidavit (internal document)  | Required for all adult household members, must be notarized  |