



Housing Counseling Services, Inc.

2410 17th St., N.W. • Suite 100 • Adams Alley • Washington, D.C. 20009
202-667-7006 • www.housingetc.org

HOME PURCHASE ASSISTANCE PROGRAM

Please bring COPIES and ORIGINALS of the following documents with you to your application appointment (some items may not be applicable to your situation). **NO APPLICATION WILL BE SUBMITTED WITHOUT ALL REQUIRED APPLICABLE DOCUMENTS!!!**
ALL APPLICABLE DOCUMENTS ARE REQUIRED FOR EVERY ADULT (OVER 18) LIVING IN THE HOUSEHOLD.

-Most recent consecutive 4 weeks pay stubs for all jobs.

-Original employment verification form signed and provided directly from employer to HCS for ALL jobs held in the past 2 years. Must be signed within 30 days of application submission. Must follow attached sample format.

-Proof of other income, such as pension, child support (verification of 6 months payment history), TANF, SSI (if applicable). Provide copy of award letter and check (If applicable).

-Last 60 days bank statement for ALL accounts (checking and savings, etc.) Accounts must show minimum application funds required: HPAP \$500.00. **ALL PAGES OF EACH STATEMENT ARE REQUIRED EVEN IF THEY ARE BLANK.**

-Last (3) three years FEDERAL and CITY/STATE tax returns with all attachments and schedules. **Do not submit** Worksheets from Turbo Tax and other tax program.

-Last (3) three years of W-2 employee tax forms for all jobs.

-Last (3) three years 1099 tax forms (for income included in tax returns) for all contract employment, interest received, tax refunds, unemployment compensation, etc.

If self-employed: last three years of FEDERAL and CITY/STATE tax returns plus YEAR_TO_DATE "PROFIT AND LOSS STATEMENT.

-Letter explaining any gaps of employment during past (2) two years.

-Verification of ownership of stocks, bonds, Certificates of Deposit, Individual Retirement Accounts, etc.

-----**SEE REVERSE SIDE**



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-HCS will pull a three bureau credit report for \$14.00 individual and \$25.88 joint **Please provide payment with one of the following: credit card, debit card, check or money order. Your Housing Counselor will stamp our name (HCS) on the payable line for check/money order payments. CASH PAYMENTS ARE NOT ACCEPTED. Please complete spouse's information for joint credit reports only. THERE IS A BANK FEE OF \$6.00 FOR CHECKS RETURNED FOR INSUFFICIENT FUNDS.**

-If applicable: For all student loans in deferment or forbearance please submit documentation from the lender reflecting how much the monthly payment will be at the time repayment begins.

-Written explanation and resolution of **ALL** credit problems (late payments, charge offs, collections, judgments, late rentals payments, bank overdrafts, etc.)

-Lease for your present home.

-Rental Verification Form signed by landlord within 30 (thirty) days of application submission (minimum of one year rental history required). Must follow attached sample format

-Copy of valid driver's license, non-driver's ID card, passport or other official picture ID.

-Birth certificates for ALL dependents.

-Any dependents over 18 and in school **MUST** provide proof of school enrollment.

-Divorce decree, separation agreement and/or child support court order.

-First Right of Refusal Notice from landlord (if applicable).

-Complete Bankruptcy package (if applicable).

-For Non-US citizens, proof of permanent residence or other visa status.

ADDITIONAL DOCUMENTS MAY BE REQUIRED IN ORDER TO COMPLETE YOUR APPLICATION. PLEASE BRING ANY DOCUMENT WHICH IS PERTINENT TO YOUR PERSONAL SITUATION.