



HOME PURCHASE ASSISTANCE PROGRAM (HPAP)
DOCUMENTATION CHECKLIST

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 DOCUMENTS!!!

➤ ALL DOCUMENTS WITH A * ARE REQUIRED TO OPEN AN APPLICATION

➤ All documents are required for every adult (over 18) with income 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 with in 30 days of application submission.

_____ 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 (where applicable)*

_____ Last 60 days bank statements for ALL accounts (checking, savings, etc.) Accounts MUST show minimum application funds required:
HPAP: \$500.00 (Only current 60 days bank statements will be accepted).*

_____ Last (3) three years FEDERAL and CITY/STATE tax returns with all attachments and schedules.

_____ 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.

_____ HCS will pull a three bureau credit report for \$11.77 individual and \$21.43 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.**

*
_____ 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 (needs to verify rental history for one year).

_____ 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!