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 $12.94 individual and $23.76 joint Please provide payment with either a credit or 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 THAT IS PERTINENT TO YOUR PERSONAL SITUATION!  

REV 01.29.15