EMPLOYER ASSISTED HOUSING PROGRAM (EAHP) – FIRST RESPONDER HOME PURCHASE ASSISTANCE PROGRAM
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 APPLICABLE DOCUMENTS!!! ALL APPLICABLE DOCUMENTS ARE REQUIRED FOR EVERY ADULT (OVER 18) LIVING IN THE HOUSE

-Most recent 4 week’s pay stubs for all jobs

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

-Proof of other income, such as pension, child support, TANF, SSI. Provide copy of award letter and check (for child support bring verification of 6 months payments).

-Last 60 days bank statements for ALL accounts (checking, savings, etc.). 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/or other tax programs.

-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 (3) 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 $15.71 individual and $29.29 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 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, liens, late rental 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 of rental history required. (Must follow attached sample format)

-Copy of driver’s license, non-driver’s ID card, passport or other official picture ID

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

-Ratified sales contract w/copy of down payment check or money order (if applicable)

-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.