



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 (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 APPLICABLE DOCUMENTS!!! ALL APPLICABLE DOCUMENTS ARE REQUIRED FOR EVERY ADULT (OVER 18) LIVING IN THE HOUSEHOLD.

- Most recent consecutive four (4) weeks of pay stubs for all jobs.
- Original Employment Verification form signed by employer representative ALL jobs held in the past two (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 three (3) years FEDERAL with all attachments and schedules. **Do not submit** Worksheets from Turbo Tax and other tax program.
- Last three (3) years of W-2 employee tax forms for all jobs.
- Last three (3) 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 (3) years of FEDERAL tax returns plus year-to-date PROFIT AND LOSS STATEMENT.
- Letter explaining any gaps of employment during past two (2) years.
- Verification of ownership of stocks, bonds, Certificates of Deposit, Individual Retirement Accounts, etc.



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- 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, late rentals payments, bank overdrafts, etc.)
- Lease for your present home.
- Rental Verification Form signed by landlord within 30 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 eighteen (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.