



Application Checklist – CDBG Homebuyer Assistance Program

This checklist is intended to help the applicant prepare a complete loan application package. Unless otherwise indicated, the documents listed must be submitted for each person who will reside in the home, even if they will not be included on the loan. Copies of the documents must be provided to the City along with the completed and executed application. Please keep in mind we provide assistance on a first come first serve basis as we have limited funding. We require a complete application package to be able to review/determine program eligibility.

- Application Form**, completed, with original signature of applicant and co-applicants.
- Notice to Real Property Owner/Seller** form, completed, with original signature.
- Buyer/Seller's Certification of Purchase** form, completed and signed by both applicant and seller.
- Official government issued photo ID** for all adults 18 and older. Acceptable forms of ID include driver's licenses, or state ID cards for non-drivers, issued by a state's Department of Motor Vehicles.
- Birth Certificate, US Passport, or Permanent Resident Card** issued by US Citizenship and Immigration Services for all adults 18 and older.
- Zero Income Certification**- Complete this form ONLY if one or more adults in the household receive no income from any source.
- Income Tax Returns that include W2's** for the past two years. If unable to provide these documents you must provide an official IRS transcript for each year.
- Paystubs** for each adult and minor child fifteen and older that are listed on your application. If paystubs are not available, verification must be obtained from each employer that clearly lists your pay rate, hours worked, pay frequency and any other type of pay such as overtime, bonuses, tips, etc., on company letterhead. These must be submitted within 30 days of closing.
 - If the amount does not vary, submit the consecutive paystubs from the most recent three months.
 - If the amount varies due to overtime pay, variable hours worked, bonuses, tips, etc., provide all consecutive pay stubs for the most recent six months.
- Financial Statements:**
 - a. **Checking accounts** – last six consecutive bank statements for all household members must be submitted within 30 days of closing. Please note we need all the pages that correspond to each statement.
 - b. **Savings accounts** – most current financial statement for all household members must be submitted within 30 days of closing. Please note we need all the pages that correspond to each statement.

- c. **Certificates of deposit, money market accounts, stocks and mutual funds, retirement plans, etc.** – most current financial statement for all household members must be submitted within 30 days of closing. Please note we need all the pages that correspond to each statement.
- Social Security, SSI, VA, or government assistance** – most current benefit letter must be submitted within 30 days of closing. If you do not have one please request one from the Social Security Administration.
- Documentation to establish income from the following sources (if applicable):**
 - a. Child support payment history
 - b. Retirement, survivor, or other pensions from companies and unions
 - c. Unemployment compensation benefit letter
 - d. Public assistance payments
 - e. Self-employment net income
 - f. Regular payments from an estate or trust fund
- Complete online homeowner class**

FINANCIAL DOCUMENTS (To be provided by Lender)

- Uniform Loan Application (submit along with initial application if available)
- Loan Estimate (formally Good Faith Estimate)(submit along with initial application)
- Sales Contract, executed by seller and buyer (known as Purchase Agreement)(submit along with initial application)
- Appraisal Report (submitted prior to closing)
- Inspection Report (only if applicable to your purchase)
- Final Closing Disclosure (formally Final HUD 1) (submitted prior to closing)
- Commitment for Title Insurance (submitted prior to closing)
- Certificate of Occupancy (submitted prior to closing)