



## NeighborhoodLIFT® Down Payment Assistance Program Eligibility Determination Session – Required Documents Checklist

Please upload the following documentation *for each borrower* to your account 72 hours prior to your appointment. If you do not upload all required documents 72 hours prior to your appointment, your appointment will be cancelled. You will have to request another appointment to determine your eligibility if/when appointments become available.

### Borrower(s)'s Income Documentation:

- 60 days' most recent and consecutive pay stubs with year to date information for all jobs worked by each borrower (or proof of other income, such as Social Security Award letter, retirement pension, proof of unemployment income, divorce/court decree for alimony and/or child support, etc.)
- 2 months of personal and business bank statements (most recent statement should be no more than 30 days old)
- Federal tax returns for the past two years (1040s) – 1<sup>st</sup> two pages **ONLY** (unless self-employed)
- W-2s for the past two years
- Self-Employed Borrowers ONLY - Current Profit and Loss Statement

### Property Information, Reservation Letter & Homebuyer Education Course Documentation:

- First, second & signature pages, ONLY of purchase contract (signed by both you and the seller)
- Copy of Certificate of Completion for 8 hour Homebuyer Education Course, if completed

### Loan Disclosure Documentation:

- Signed copy of Loan Estimate (this was uploaded the “My Documents” tab in your account by Housing Partnership, Inc.)
- Signed copy of Intent to Proceed (this was uploaded the “My Documents” tab in your account by Housing Partnership, Inc.)
- Military Documents (if applying for the Military Benefit):**
  - Active Duty – Active Duty Statement or Certificate of Eligibility
  - Veteran – DD214 stating an honorable discharge
  - Veteran of National Guard – NGB 22 stating an honorable discharge
  - Surviving Spouse – Certificate of Eligibility in spouse’s name