

SINGLE-FAMILY ELIGIBILITY PROGRAMS (SFEP) APPLICANT DOCUMENT CHECKLIST



Copies of documents are required and no originals will be accepted.

REQUIRED DOCUMENTS	SPECIFIC DETAILS
Intake Application	Mark DOES NOT APPLY where applicable
Valid Government Issued ID or driver's license	All adult household members, age 18 years or older
Proof of Legal Status for applicant, co-applicant, and spouse	U.S. birth certificate, passport, or permanent resident card
Birth certificate, legal guardianship or adoption documentation	For all minor household members, age 17 and younger
Homebuyer Education Certificate (HUD approved agency only)	For applicant and co-applicant; must be less than a year old at the time of application. Must be the eight-hour course
Most recent three (3) months pay stubs, pension statement, etc.	For all adults in the household or completion of a Certification of Zero Income statement (required, if unemployed)
Most recent award letter for all benefits	For all household members receiving SSI, disability, or unemployment benefits
Most recent three (3) months bank statements for all checking accounts	All adult household members
Most recent one (1) month bank statement for all savings, retirement accounts, 401K, etc.	All adult household members
Most recent year's tax return with all schedules and year-to-date profit and loss statement (self-employed only)	For all adult, self-employed household members
Child Support Statement	For all adult household members 18 years of age or older, an OAG Financial Activity Report printout will be required
Divorce Decree (if applicable)	All adult household members, must include all pages of the recorded/signed copy
Lender pre-approval letter	For applicant and co-applicant, dated within the last 120 days
First-time Homebuyer Status and Certification (internal document)	Signed by applicant and co-applicant
Lender Loan Application/1003	For applicant and co-applicant, request from your Lender
Conflict of Interest Form (internal document)	Signed by applicant and co-applicant
Asset and Income Certification Form (internal document)	Must be completed by all adult household members 18 years of age or older
Communication Designee, if applicable	Required if you are allowing the City to speak to someone on your behalf