

APPLICATION CHECKLIST

Print Your Name _____ **Date:** _____

Please do not use white out on the application. Original application must be submitted; faxed copies are not acceptable.

- ☐ All adult household members (18 years of age or older) **must** sign the application.
- ☐ **FULLY SIGNED SALES CONTRACT (all parties)**
- ☐ **Attach:** Copies of photo ID and Social Security Cards for **all** household members.
- ☐ **Attach:** Copy of current 2 years income tax return with W2s and/or 1099's for all household members employed over the age of 18.
- ☐ **Attach: Guardian for a minor (except foster children):** Please provide official proof of guardianship.
- ☐ **Attach:** Proof of citizenship/ resident alien. Copy of front and back of Alien Registration Cards (Green Card), if any applicant is not a citizen, voter's registration, or passport.
- ☐ **Attach:** Copy of Birth Certificate for **all** household members.
- ☐ **Attach:** Six months most current paycheck stubs for **all** household members who are currently employed.
- ☐ **Attach: Self-employed Requirements:** An audited or un-audited financial statement of business income along with a signed statement from the self-employed giving anticipated net income for the next 12 months. If you are unable to provide this, one (1) of the following may be accepted: **a)** Signed and dated copies of prior three (3) years' tax returns along with a statement or affidavit of anticipated net income for the next 12 months; or **b)** Signed and dated statements of net income for the next 12 months from a certified accountant.
- ☐ **Attach:** If any household member is receiving Social Security or SSI Benefit, attach a current benefit statement for each person. (Current benefit statements can be requested in person at your Social Security Administration Office)
- ☐ **Attach: A commitment/approval letter from a Bank or Lender stating the amount of loan for which you are qualified and the estimated interest rate and terms for a first mortgage. Lender should also provide Desk Underwriting, 1003 and 1008 forms used for approval.**
- ☐ **Attach: Child Support** must be reported for all children who are not living with both of their natural parents. For example, applicants who have children in the household and who are not residing with both natural parents must show that he/she is collecting the amount of court ordered support reported in the divorce/separation/child support agreement by providing a copy of the court order. If the applicant does not have a court order or if the applicant is not currently receiving the court order support, the applicant must show proof that he/she has recently opened a child support case (indicating case

number) with the past 90 days at the Child Support Enforcement Office, State of Florida Department of Revenue (Telephone number 800.622.5437).

☐ **Attach:** Proof of other income received by any household member, such as: Alimony, Unemployment benefits, Pension Benefits, or any other income you receive regularly.

☐ **Attach:** A complete copy of the last six months bank statements, **for all** accounts that are open for each household member.

☐ **Attach:** A copy of last month's statement for Retirement funds, IRA, State or other funds.

☐ **Attach:** Homebuyer Class Certificate for each buyer

☐ **Attach:** Proof of marriage, divorce, alimony, child support (If divorced, attach a copy of your Divorce Decree).

☐ **Attach:** If any household member 18 or older is in school and working; a copy of current school registration showing how many credits they are taking.

☐ **Attach:** Credit Reports (for applicant & co-applicant)

☐ **Attach:** Buyer inspection and Lender appraisal for property under purchase contract.

This program is open to all without regard to race, color, sex, handicap, religion, familial or marital status, or national origin. The City of Pompano Beach is a first come, first eligible basis. Those who supply the program with all the information needed to process their application while funds are available will be processed first. Your **"APPLICATION"** will be **denied** if you do not provide the requested information. Your **"APPLICATION"** will be **denied** if the information is received after all funds have been obligated. If you have any questions or need assistance please call the number below.

***NOTE: There are Limited Funds and Restrictions Apply.**

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