

APPLICATION CHECKLIST

In order to assist the Self-Help Enterprises staff in reviewing and processing your application as quickly as possible, we will require the following information:

Please **NOTE** your application will not be reviewed until all required documentation has been received and reviewed by our office.

Please submit COPIES of the following items (we cannot be responsible for originals):

- APPLICATION (attached)**
- APPLICATION EXHIBITS:** ALL PERSONS ON "GRANT DEED" MUST SIGN THE APPLICATION INCLUDING THE FOLLOWING ATTACHMENTS:
 1. Exhibit A: Applicant Eligibility Summary
 2. Exhibit B: Summary of Eligible Repair Items
 3. Exhibit C: Race and Ethnic Data Reporting Form
 4. Exhibit D: Statistical Data Reporting Form
 5. Exhibit E: The Housing Financial Discrimination Act of 1977 Fair Lending Notice
 6. Exhibit F: Participant Authorization of Confidential Information and Disclosure
 7. Exhibit G: Waiver for Owner-Occupied Property
 8. Exhibit H: Request for Employment /Salary Verification (One for Each Working Person Over 18 Years of Age)
 9. Exhibit I: Fire Insurance (Homeowner's Insurance Policy)
 10. Exhibit J: Receipt of Lead Base Paint Brochure
 11. Exhibit K: Applicant "Wish List" of Repair Items
 12. Exhibit L: Summary of Contractor/Owner Relationship
 13. Exhibit M: Miscellaneous Information (explanation of any unusual circumstances)
 14. Exhibit N: Request for Transcript of Federal Tax Return
 15. Exhibit O: Financing & repairs Acknowledgment
 16. Exhibit P: Things You Need to Know
 17. HOME/CDBG/CalHOME Program: Income Inclusions form
 18. Patriot Act Disclosure
- THREE (3) MONTHS MOST RECENT & CONSECUTIVE PAYCHECK STUBS**
- OTHER INCOME DOCUMENTATION (check those that apply):**
 - Social Security, SSI (award letter or direct deposit bank statement)
 - Retirement/Pension Statement
 - Disability Award Letter
 - Unemployment Award Letter
 - Aid for Dependent Children (CalWORKS)
 - Proof of income for ALL persons living in household over the age of 18
 - If Divorced (or legally separated) - Complete Recorded Court Document – Final Dissolution of Marriage/Spousal Support/Child Support & Custody
- SELF-EMPLOYED** - Three Most Recent Federal Income Tax Returns Including All Schedules and a Current Profit and Loss Statement and Six (6) Most Recent **Business** Checking Account and One (1) most recent Savings Account Statements
- MOST RECENT FEDERAL INCOME TAX RETURNS:** Complete (all pages) 1040s, and W-2s, 1099's and Schedule Cs (if self-employed) **OR** a signed note indicating you are not required to file an income tax return (Exhibit I).
- SIX (6) MOST RECENT & CONSECUTIVE CHECKING ACCOUNT STATEMENTS** (ALL pages) - must also source all reoccurring deposits (see attached form)
- MOST RECENT SAVINGS STATEMENT** (ALL pages)
- MOST RECENT STATEMENTS FOR ALL OTHER ASSETS** – Rental Property/Real Estate, CD's, Retirement Accounts, Stocks, Bonds, T-Bills, etc.
- MORTGAGE PAYMENT STATEMENT(S)** (current, including loan balance)
- CURRENT INSURANCE POLICY:** Homeowner's Insurance Policy (including Flood Insurance Policy, if required).
- CURRENT COUNTY PROPERTY TAX BILL**
- Copy of recent electric/gas bill - showing your name and property address**
- Residency Verification** for all household members (school age children-report card with child's name & home address)
- CURRENT IDENTIFICATION** not expired (i.e., driver's license or State of California identification card).



This is a Federal/State -Funded Program under the California Department of Housing and Community Development. The City/County will not discriminate against any applicant for a down payment assistance loan based on race, color, religion, sex, marital status, ancestry or national origin. The City/County program will be conducted and administered in conformity with Title VI of the Civic Rights Act of 1964 and the Fair Housing Act and implementing regulations.