



Checklist for Income and Asset Documents to be submitted with First Time Home Buyer Application

Type of Income	Documents Required
Employment Wages, Salaries (includes overtime, tips, bonuses, commissions)	Two <u>months</u> of consecutive pay stubs showing gross year to date pay received
Self-Employment (includes home-based businesses, contract work, work for cash)	Current year-to-date Profit or Loss statement, showing gross income and expenses to show net income/loss
Child Support	Child support case number for each child, and print out of payment history. Also copy of custody decree if applicable.
Social Security Payments , including SSI/SSDI	Current award letter
FIP/TANF or other program payments	Current award letter
Does any member receive regular cash contributions or gifts from individuals not living in the household?	Signed statement from person paying stating how much is paid and how often
Worker's Compensation	Current award letter
Pensions (PERA, Railroad, etc.) or Retirement Benefits	Current award letter
Death Benefits	Current award letter
Lump Sum Payments (inheritance, insurance settlements, lottery winnings, etc.)	Current statement stating how much is paid and how often
Unemployment Benefits or Severance Pay	Current printout or severance pay award letter
Alimony	Legal award, or if no court order, signed statement from person paying stating how much is paid and how often
Annuities or Life Insurance Dividends	Current statement showing amount received year to date
Net Income from Rental Property	Lease showing current rent amount
Other Income?	Current documentation stating how much is paid and how often
Type of Asset	Documents Required
Checking and Savings Accounts (includes online bank cards or check cards)	Six <u>months</u> of consecutive current statements – must show bank name, account number, and account owner
Pre-paid card or App-based (Venmo, Paypal, Cash App, etc.) accounts	Current statement showing account balance – must show bank name, account number, and account owner
Retirement Accounts (includes Pension, IRA, Roth IRA, 401(k), 403(b) Accounts, etc.)	Current statement showing account balance
Certificates of Deposit (CD's)	Current statement showing account balance
Stocks, Bonds, Securities	Current statement showing account balance
Capital Investments	Current statement showing account balance
Trusts	Current statement showing account balance
Treasury Bills (savings bonds, etc.)	Calculator print out from Treasury Direct.Com showing current value of treasury bills
Safety Deposit Box	Signed statement listing items and value
Do you have any coin collections, antique cars, gems/jewelry, stamps or any other items held for investment purposes?	Current appraisal showing value
Do you currently own a home or a contract for deed?	Current statement from mortgage institution showing principal balance (official payout not needed)
Have you sold or disposed of any asset for less than fair market value in the last two years?	Documentation showing estimated value and amount received
Other Assets?	Documentation showing current value

Please note: this list covers the Income and Asset required documents. Additional documents are required, please review the program documents and application portal for the full list.