

NASSAU COUNTY DOWN PAYMENT ASSISTANCE PROGRAM CHECKLIST
OF REQUIRED DOCUMENTATION (COPIES ONLY, NO ORIGINALS)

	APPLICANT	CO-APPLICANT	18&OVER
1. Application form completed with signature(s)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
2. Disclaimer Credit Statement Agreement form	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
3. Acknowledgment form	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
4. Authorization to Obtain Credit Report form	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
5. Nassau County Down Payment Assistance Program checklist.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
6. Completed and signed 4506 IRS Tax Form. Please return to LIHP. Do not send \$50 fee.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
7. Notarized "gift" letter.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
8. Four (4) most recent, consecutive paystubs that indicate year-to-date gross income. If year-to-date is not included on paystub, a letter from employer on company stationery is required. The employer letter must state the title/position, start date, rate of pay, hours worked per pay period, frequency of pay and year to date gross income.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
9. Self-employed applicants must provide a letter from a CPA or attorney indicating the amount you expect to receive for the next 12 months OR must provide a notarized year-to-date profit and loss statement.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
10. Documentation for social security (copy of 2020 award letter) , Pensions, disability, unemployment, retirement funds, alimony, etc	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
11. W2 statement(s) and 1099 Statement(s).	2019 Yes <input type="checkbox"/> N/A <input type="checkbox"/>	2019 Yes <input type="checkbox"/> N/A <input type="checkbox"/>	2019 Yes <input type="checkbox"/> N/A <input type="checkbox"/>
12. Copies of SIGNED federal tax returns with required schedules For the last three years. Please sign 1040 federal tax returns where it says "sign here" . If you cannot locate your federal tax returns, you can go to the IRS website and printout the tax return transcript and wage and income transcript . If you did not file any of these years, provide certificate of non filing from the IRS.	2019 Yes <input type="checkbox"/> N/A <input type="checkbox"/>	2019 Yes <input type="checkbox"/> N/A <input type="checkbox"/>	2019 Yes <input type="checkbox"/> N/A <input type="checkbox"/>
	2018 Yes <input type="checkbox"/> N/A <input type="checkbox"/>	2018 Yes <input type="checkbox"/> N/A <input type="checkbox"/>	2018 Yes <input type="checkbox"/> N/A <input type="checkbox"/>
	2017 Yes <input type="checkbox"/> N/A <input type="checkbox"/>	2017 Yes <input type="checkbox"/> N/A <input type="checkbox"/>	2017 Yes <input type="checkbox"/> N/A <input type="checkbox"/>
13. Two (2) most recent consecutive months of bank statements (all pages) OR 60 days printout of transactions for all accounts. The statement/printout must show the name of the bank, account holder's name, running balance and the last four digits of the account number.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
14. Most recent statement (all pages) for retirement and investment accounts.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
15. Legal separation agreement/stipulation of settlement or divorce decree.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
16. Permanent Residency ID Card.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
17. Application fee of \$75.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>		

ALL HOUSEHOLD MEMBERS OVER THE AGE OF 18 MUST SUBMIT ALL REQUIRED DOCUMENTS.

PLEASE SUBMIT DOCUMENTS IN THE ORDER LISTED ABOVE

Applicant's signature

Date

Co Applicant's signature

Date