



VILLAGE OF HEMPSTEAD COMMUNITY DEVELOPMENT AGENCY
AFFORDABLE HOUSING HOMEOWNERSHIP PROGRAM
CHECKLIST OF REQUIRED DOCUMENTS

(COPIES ONLY, NO ORIGINALS)

	APPLICANT	CO-APPLICANT	18 AND OVER
Completed, signed and Dated application	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Authorization to obtain a credit report form.	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Notarized Gift Letter.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	N/A <input type="checkbox"/>
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. If you are currently unemployed, provide a notarized letter stating status of employment and provide documents of source of income if any.	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"/>
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 YTD 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"/>
Documentation evidencing income from Social Security (2023 award letter), Pension, Unemployment & Alimony/Maintenance	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"/>
2022 w2 Statement(s) and 1099 statement(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"/>
Signed 2022 Federal Tax returns w/required schedules. Sign second page of your federal tax returns where it says "sign here". If you cannot locate your federal tax returns, you may go to the IRS website and printout the tax return transcript and wage and income transcript.	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"/>
Signed 2021 Federal Tax returns w/required schedules	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"/>
Signed 2020 Federal Tax returns w/required schedules	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"/>
Two (2) months most recent consecutive bank statements with all pages for all accounts or 60 days printout of transactions for all accounts. Statement/printout must show the name of the bank, account holder's name, running balance and the last four digits of the account number. If you do not own any bank account, provide a notarized 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"/>
Most recent retirement and/or investment account with all pages. The statement/printout must show the name of the institution, account holder's name 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"/>
Documents showing balance and/or value of all stocks, bonds, treasury bills, certificate of deposits, 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"/>
School transcripts for full time students over 18 years.	N/A <input type="checkbox"/>	N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
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"/>	N/A <input type="checkbox"/>
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"/>