



Documents needed to determine eligibility of Down Payment Assistance

Date of Appointment:

With:

**Your appointment is located at Family Housing Resources
1700 E. Fort Lowell Rd., Suite 101
Tucson, AZ 85719
(520) 318-0993 (520) 323-3788 fax**

- ☀ **2 months recent (concurrent) pay stubs** for everyone in the household 18 and over, even if they are not going to be on the loan.
- ☀ **Proof of Income** for any other income in the household which may include child support (judgment or print out from courts), social security award letters, unemployment, workman's comp, etc.)
- ☀ **1 months most recent bank statements** for all accounts – checking, savings, 401(K), pensions, investments, stocks, bonds, life insurance with cash value prior to death, lump-sum receipts or settlements.
- ☀ **Picture Id** for everyone living in the home who is 18 yrs old and over.
- ☀ **Birth Certificates** for all household members under 18. If you do not have Birth Certificates you can order them thru the office of Vital Records at the Health Department in your County
- ☀ **Social Security Cards** for everyone in the household. Those who have Social Security cards with the wording "for work only" must also bring their legal residence card. If you do not have a social security card you must apply for one at the Social Security Office.
- ☀ **Income Tax Returns for** the most recent year including W-2(s), 1099's, 1098,s etc.. Self-employed borrowers are required to bring the most recent 2 years of returns and 1099. If not available, call the IRS for Transcripts at 1-800-8291040. It takes 3 to 4 weeks to get them in the mail or if you have a fax machine they will fax them to you. Let the IRS know that you are purchasing a home and you need these transcripts ASAP for the loan to process.

IMPORTANT

Please have these documents ready for the day of your Eligibility Appointment with Family Housing Resources.. **If you do not have all of these documents please call to reschedule your appointment.** These verification documents are required in order to process your assistance in a timely manner. Save your pay stubs and bank statements - you may need to provide updated versions before you close.