

DOCUMENT CHECKLIST

THE FOLLOWING DOCUMENTS FOR ALL HOUSEHOLD MEMBER(S) WILL BE REQUIRED:

You must submit each applicable document per household member.

- ❖ Proof of Identification (for both Applicant and Co-Applicant)
 - State issued picture ID
 - Marriage Certificate if you are married and have different last names.
- ❖ Social Security Cards for All Household Members
- ❖ Two (2) most Recent Federal Income Tax Return or Transcript from the IRS with associated W-2 or pay forms (household members 18 and older)
- ❖ Proof of Income (household members 18 and older)
 - Six (6) months most recent and consecutive pay stubs
 - Child Support – court order, divorce decree, or a printout from the agency ordering the child support.
 - Alimony/Palimony – divorce decree or court order.
 - Social security benefit award letter.
 - Pension/Retirement statement – we need three most recent statements.
 - Self-employment - Profit & Loss Statement for last 2 years and a statement from your accountant projecting your anticipated net business income for the next twelve months.
- ❖ Assets (for all household members)
 - Six (6) months of recent and consecutive bank statements for all bank accounts. **(ALL PAGES - PARTIAL STATEMENTS WILL NOT BE ACCEPTED)**
 - Most recent statements for your IRA, 401 (K), Retirement/Pension, stocks, bonds, annuities and life insurance.
 - Proof of the value of additional property that you own (land, homes, & boats)
- ❖ Proof of Number of Dependents (dependents must be listed on your tax return). Submit one of the below.
 - Birth Certificate on which the parent/applicant's name is listed
 - School Record, which provide the parent/applicants name and address
 - Court ordered letter of guardianship
 - Divorce decree
 - Letter of Adoption
- ❖ Pre-approval Letter from Lender. Must include maximum amount of loan.
- ❖ Approved applicants will be required to add the City of Tamarac as Additional Insured and Certificate Holder to their homeowners' insurance policy.
- ❖ 8-hour First-Time Homebuyer Certificate for all persons purchasing property from a HUD approved agency.

***** Your Contract for Purchase MUST include the following statement: ******
“PURCHASE CONTRACT CONTINGENT UPON CITY OF TAMARAC HOUSING APPROVAL”