

CITY OF TAMARAC'S 2023 FIRST-TIME HOMEBUYER PURCHASE ASSISTANCE PROGRAM 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 photo ID
 - Marriage certificate (if you are married and have different last names)
- Social Security Cards for All Household Members**
- Three (3) most recent Federal Income Tax Returns or Transcripts from the IRS with associated W-2 or pay forms (household members 18 and older)**
- Proof of Income (household members 18 and older)**
 - Three (3) 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 (3) most recent statements
 - Self-employment - Profit & Loss Statement for last two (2) years and a statement from your accountant projecting your anticipated net business income for the next twelve (12) 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 following:**
 - Birth Certificate on which the parent/applicant's name is listed
 - School Record, which provides the parent/applicant's name and address
 - Court-ordered letter of guardianship
 - Divorce decree
 - Letter of Adoption
- 8-Hour First-Time Homebuyer Certificate from a HUD-approved agency for all persons purchasing a property**
- PRE-APPROVAL LETTER FROM LENDER. MUST INCLUDE MAXIMUM AMOUNT OF LOAN.**
- EXECUTED PURCHASE CONTRACT AND ADDENDA FOR A PROPERTY LOCATED WITHIN THE CITY OF TAMARAC**
- Full inspection report**
- Termite inspection report**
- Approved applicants will be required to add the City of Tamarac as Additional Insured and Certificate Holder to their homeowners' insurance policy**

***** YOUR CONTRACT FOR PURCHASE MUST INCLUDE THE FOLLOWING STATEMENTS: ******

- 1. PURCHASE CONTRACT CONTINGENT UPON CITY OF TAMARAC HOUSING APPROVAL.**
- 2. THE CITY'S CONSULTANT, HOUSING FOUNDATION OF AMERICA, INC., WILL PROCESS PURCHASE ASSISTANCE FILES. A PROCESSING FEE TO HOUSING FOUNDATION OF AMERICA, INC. OF \$900 WILL BE DEDUCTED FROM THE PURCHASE ASSISTANCE AMOUNT AT CLOSING.**