



NeighborhoodLIFT® Down Payment Assistance Program Eligibility Determination Session – Required Documents Checklist

Please bring the following documentation with you *for each borrower*. If you do not bring all required documents with you, we will not be able to assess your eligibility for the program and you will have to schedule another appointment, if and when another appointment becomes available.

Borrower(s)'s Income Documentation:

- 60 days' most recent and consecutive pay stubs with year to date information for all jobs worked by each borrower (or proof of other income, such as Social Security Award letter, retirement pension, proof of unemployment income, divorce/court decree for alimony and/or child support, etc.)
- 2 months of personal and business bank statements (most recent statement should be no more than 30 days old)
- Federal tax returns for the past two years (1040s)
- W-2s for the past two years
- Current Profit and Loss Statement for self-employed borrower(s)

Property Information, Reservation Letter & Homebuyer Education Course Documentation:

- Copy of purchase contract (signed by both you and the seller)
 - If your closing date is less than 20 days from the date of your Eligibility Determination Session appointment, you must bring a fully executed addendum to the purchase agreement reflecting the new closing date that is 20 days or greater from the date of your appointment.
- Copy of Reservation Letter (this was received at the launch event on April 1st & 2nd)
- Copy of Certificate of Completion for 8 hour Homebuyer Education Course, if completed

Loan Disclosure Documentation:

- Copy of First Mortgage Loan Estimate (this was sent to you from your first mortgage lender)
- Signed copy of Loan Estimate (this was emailed to you from NHS Greater Berks)
- Signed copy of Intent to Proceed (this was emailed to you from NHS Greater Berks)

Military Documents (if applying for the Military Benefit):

- Active Duty – Active Duty Statement or Certificate of Eligibility
- Veteran – DD214 stating an honorable discharge
- Veteran of National Guard – NGB 22 stating an honorable discharge
- Surviving Spouse – Certificate of Eligibility in spouse's name