



Documents needed to determine eligibility of Down Payment Assistance

Date/Time 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**

- ☀ **Most recent and concurrent pay stubs (4 pay stubs if paid every other week or semi-monthly and 8 pay stubs if paid weekly)** 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 and print out from courts), social security award letters, unemployment, workman's comp, etc.)
- ☀ **1 months most recent 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. 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 1-800-829-1040.
- ☀ **Household Budget.** You can use the attached budget form to list your current expenses.
- ☀ **Credit Report.** Obtain a copy of your credit report from your lender or bring \$14.50 (check or money order only) per person to your appointment so FHR can order your report.

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.