

CHECKLIST FOR SUBMITTING YOUR APPLICATION

- ☐ COMPLETED APPLICATION
Include self under HOUSEHOLD MEMBER INFORMATION
- ☐ HOMEBUYER CLASS CERTIFICATES – ***Valid for 12 months from issue date***
- ☐ **Pre-Qualification/Approval Letter from Reputable Lender that is current and at least a 30 day approval from time of submission. Must have an expiration date and approval amount.**
- ☐ COMPLETED TAX RETURN-MOST CURRENT*
(if self-employed bring the last 3 years)
- ☐ 3 MONTHS OF LATEST BANK STATEMENTS-FOR ALL ACCOUNTS*
- ☐ 2 MONTHS OF MOST RECENT PAY CHECK STUBS*
- ☐ **PROOF OF ADDITIONAL INCOME TO INCLUDE:** CHILD SUPPORT, SSI, ALIMONY, ETC.-If no Child Support is received for children in the home-must provide documentation from child support agency. If Child Support is received documentation is required.
- ☐ PROOF OF RESIDENCE* (Utility Bill or Rental Agreement)
- ☐ FORMS TO BE SIGNED:
 - WAIVER OF PERSONAL INFORMATION
 - RACE AND ETHNIC FORM
 - AUTHORIZATION FOR RELEASE OF INFORMATION FORM
 - FEDERAL FUNDS NOTICE FORM
- ☐ COPY OF DRIVERS LICENSE OR FEDERAL/STATE ISSUED ID*
- ☐ **\$50 APPLICATION FEE (***IN THE FORM OF MONEY ORDER OR A CASHIER'S CHECK ONLY***)**
- ☐ DOCUMENTATION OF SEPARATION or DIVORCE
- ☐ DOCUMENTATION SHOWING STUDENT IS ENROLLED IN COLLEGE

*** All requested information applies to all adult members in the home where applicable.**

*** PLEASE NOTE THAT KNOWINGLY AND WILLFULLY PROVIDING FALSE OR MISLEADING INFORMATION TO OR FOR FEDERAL GOVERNMENT IS A FEDERAL VIOLATION AND CAN SUBJECT ONE TO FINES, IMPRISONMENT OR BOTH.**
PLEASE NOTE THAT RICHLAND COUNTY COMMUNITY DEVELOPMENT OFFICE WILL NOT ACCEPT AN APPLICATION WITHOUT ALL THE ABOVE LISTED ITEMS.