



# CITY OF HOUSTON

Housing and Community Development Department  
Homebuyer Assistance Program

**Sylvester Turner**

Mayor

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## APPLICANT DOCUMENT CHECKLIST

(All documents listed must be present at the time of loan submittal and no more than 90 days old.)

Required Documents	Specific Requirements
Valid State Issued Driver's License or ID Card	All household members 18 years or older
Proof of Legal Status or Citizenship *	All Loan Borrower(s)
Birth Certificate, Legal Documentation of Adoption or Guardianship	All household members 17yrs or younger
Proof of Residency at the time of Harvey 2017 <b>(Required)</b>	i.e. Aug. 2017 bank statements, utility bill, lease agreement, etc.
Documentation of Ownership & Proof of Property disposable & Duplication of Benefit Acknowledgement <b>(if applicable)</b>	Required if home was lost as a result of Hurricane Harvey
Homebuyer Education Certificate <b>(HUD approved)</b>	For applicant and co-applicant and must be less than (1) year old
Most recent two (2) month of paycheck stubs, pension statement(s) or Housing Choice Voucher	For all persons in the household 18 years or older or provide a Certification of Zero Income and TX Workforce Commission Printout. (if un-employed)
Award letters for benefits	For all household members (SSI, Disability, Pension, Unemployment, etc.)
Most recent three (3) months of bank statements for all checking accounts	All household members 18 years and older
Most recent one (1) month bank statements for all savings, retirement accounts, 401Ks, etc.	All household members 18 years and older
Recent year tax return with all schedules & YTD profit and loss statement. * <b>Self Employed Only</b>	For all persons * in the household 18 years or older who are <b>Self-Employed Only.</b>
Divorce Decree <b>(if applicable)</b>	All household members 18 years or older. Recorded/Signed copy, all pages
Communication Designee <b>(if applicable)</b>	This form gives permission of another person to communicate on your behalf. If you do not have such person, please mark does not apply on your application
Child Support Documentation <b>(MANDATORY FORM)</b>	All household members 18 years or under. OAG printout covering last 12 months
Copy of TREC property inspection obtained by Borrower(s)	
Lender Pre-Approval Letter	For applicant and Co-applicant
Intake Application (HbAP)	Please mark N/A or Does Not Apply on applicable sections. Do not leave any sections blank.