



## City of Phoenix

### City of Phoenix Infill Homebuying Program Required Financial Documents Checklist

The following documents need to be provided to the housing counselor when the homebuyer attends their one-on-one credit counseling session and to the City Loan Administrator for program eligibility determination. Please note that you will need to provide updated documents with the most current information (paystubs, bank statements, etc.) in order for the City Loan Administrator to determine program eligibility.

**From the Homebuyer(s):**

2 forms of Identification (at least 1 Federal ID): for **all household members over the age of 18**

Current Pay Stubs: Most recent consecutive pay stubs for the past 30 days (or Notarized Affidavit of Zero Income) for **all household members over 18**.

Other Income Documentation for **all household members**:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Social Security Income | <input type="checkbox"/> Disability Income             | <input type="checkbox"/> Child Support or Adoption Subsidy |
| <input type="checkbox"/> Alimony                | <input type="checkbox"/> Unemployment                  | <input type="checkbox"/> Pensions                          |
| <input type="checkbox"/> Workman’s Comp         | <input type="checkbox"/> Self-Employment Profit & Loss |  |

Recent two month’s statements for **all household member** assets including:

- |  |   |
|--|---|
| <input type="checkbox"/> Bank Accounts | <input type="checkbox"/> Retirement Accounts, IRA, Stocks, etc. |
|--|---|

Federal Income Tax Return & W2’s for the past 3 years for **all household members over 18**

Divorce Decree, Child Support Court Order, and/or Adoption Subsidy documentation (*If applicable*)

Bankruptcy documentation and/or Collections information / payoff / release (*If applicable*)

**From Your Lender:**

- Loan Application (1003) to verify names, loan amount, assets & liabilities match
- Loan Transmittal Summary (1008) to ensure housing ratio requirements are met
- Loan Estimate (LE) & Truth-in-Lending (TIL) Statement
- Closing Cost Estimates Worksheet
- Loan Pre-qualification including Purchase Power Amount \$ \_\_\_\_\_
- Credit Report/s for all applicants

**LENDERS PLEASE NOTE:**

An estimated amount of closing costs is needed for a buyer to be deemed program eligible prior to purchasing a property. The city assistance dollar amount of \$15,000 (**plus any additional subsidy borrower is receiving**) should be entered into Subordinate Financing on the 3rd page (Details of Transactions) of the Uniform Residential Loan Application (1003). The funds are a lien, **not** an asset to the borrower.