



Prince William County Committed Affordable For-Sale Units APPLICATION CHECKLIST

INITIAL APPLICATION	ANNUAL WAITLIST RECERTIFICATION	WAITLIST SELECTION
<input type="checkbox"/> Program Eligibility Application ✓ Signed by all household members 18 years of age and older <input type="checkbox"/> Lender Pre-Approval Letter ✓ Must be on County's form ✓ Completed within the past 60 days <input type="checkbox"/> Documentation of legal status ✓ Copy of Birth Certificates or USCIS Documents to verify legal residency for each person currently residing in the household or others anticipated to occupy the housing unit that may be purchased through the program <input type="checkbox"/> Copy of valid driver's license or other legally acceptable picture ID for all adult household members <input type="checkbox"/> Copy of Social Security cards for all household members <input type="checkbox"/> Authorization to Consent to Exchange Information form signed by all adults <input type="checkbox"/> Copy of current Rental Lease Agreement <input type="checkbox"/> Homebuyer class and/or counseling certificate (if taken-Not a requirement)	<input type="checkbox"/> Program Eligibility Application ✓ Signed by all adult household members 18 years of age and older <input type="checkbox"/> Lender Pre-Approval Letter ✓ Must be on County's form ✓ Completed within the past 60 days <input type="checkbox"/> Authorization to Consent to Exchange Information form signed by all adults <input type="checkbox"/> Copy of current Rental Lease Agreement	<p>ALL DOCUMENTATION FROM INITIAL APPLICATION ← ← PLUS, the following documents from ALL applicants:</p> <input type="checkbox"/> Copies of current tri merger Credit Report(s) which must include all 3 scores for all applicants, spouse and other adult household member(s) who will be responsible for the mortgage loan; (except for, dependents 18 years and older who are enrolled as a current full-time student). Credit Reports may be no older than 30 days <input type="checkbox"/> Copies of 3 months' recent consecutive pay stubs for each job, and each person employed, or Employment Contract for the current year <input type="checkbox"/> Current Verification of other household income (child support, alimony, benefits, Social Security, disability, Workman's Comp, Veterans, Military, Retirement, Pension, Unemployment, etc.) which cannot be older than 6 months <input type="checkbox"/> Two months consecutive most recent banks statements for ALL checking and savings accounts <input type="checkbox"/> Most recent quarterly statement(s) for all assets including, but not limited to, pensions, retirement accounts, stocks, IRAs, 401k, 457, 403B, etc. <input type="checkbox"/> Copy of Federal tax returns, W2s, 1099s for the most recent required filing year for all adults <input type="checkbox"/> Federal tax transcript obtained for most recent required filing year for all adults, including non-filers. (Go to www.irs.gov). <p style="text-align: center;">If Applicable:</p> <input type="checkbox"/> Copy of deed of trust, and real estate tax statement for any property owned <input type="checkbox"/> Copy of Divorce decree, (if applicable) <input type="checkbox"/> Copy of Death certificate (for widowed if applicable) <input type="checkbox"/> Verification of enrollment status as full-time student for dependents 18 years or older <input type="checkbox"/> Zero-Income Form– For adult household members with no income <input type="checkbox"/> For self-employed applicants – Most recent 2 years tax returns and profit & loss statements for the current calendar year