



**AHP Set-aside Program**  
**Income and Funding Documentation Checklist**  
*(This Checklist **must** be submitted with each Funding Application)*

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Member Institution Name: \_\_\_\_\_ Registration #: \_\_\_\_\_

Homebuyer/Homeowner Name(s): \_\_\_\_\_ and \_\_\_\_\_

**Anticipated Funding Date:** \_\_\_\_\_

*Funding Date shall be a minimum of 20 calendar days and a maximum of 30 calendar days after submission.*

- Select Product:        \_\_\_\_\_ First-time Homebuyer Product (FHP) *Max. \$7,500*  
                              \_\_\_\_\_ Community Stability Homebuyer Product (CSP) *Max. \$7,500*  
                              \_\_\_\_\_ Foreclosure Recovery Homebuyer Product (FRP) *Max. \$15,000*

**Pre-Funding Documents**

- \_\_\_\_\_ Funding Application
- \_\_\_\_\_ Homebuyer Certification, *if applicable*  
                              **Must** be used for FHP  
                              **May** be used for CSP or FRP
- \_\_\_\_\_ Member Certification
- \_\_\_\_\_ Home Purchase Summary Form
- \_\_\_\_\_ Non-Member Financed First Mortgage Certification, *if applicable*
- \_\_\_\_\_ Non-Occupant Co-Borrower Certification, *if applicable*
- \_\_\_\_\_ Census Tract Verification

**CSP Only**

- \_\_\_\_\_ Documentation of Community Stability Location

**FRP Only**

- \_\_\_\_\_ Current Appraisal showing that the purchase price does not exceed the “as is” market value as of the date that the purchase price was agreed on
- \_\_\_\_\_ Purchase Contract

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**All documents related to income/assets must be dated within 90 days of submission**

**Income Documents**

**Earned Income Documents**

- \_\_\_\_\_ Household Income Certification (*Signed and dated by the Homebuyer*)
- \_\_\_\_\_ Verification of Employment (*Signed and dated by the Employer.*)
- \_\_\_\_\_ Zero Income Affidavit (*Household members 18 yrs or older with no income*)

**Other Income Documents**

- \_\_\_\_\_ Self-employed
  - Submit signed copies of Form 1040 with Schedule C, E or F and verification of current income (e.g. profit/loss statement prepared by a third-party)
- \_\_\_\_\_ Social security, disability or death benefits, workers compensation, pension, adoption/public assistance, unemployment, housing vouchers, or periodic payments
  - Benefit statement or letter from the provider that states the amount, frequency and duration of the benefit
- \_\_\_\_\_ Regular cash contributions and gifts
  - Notarized statement or affidavit giving the purpose, date, and value of gift
- \_\_\_\_\_ Alimony or Child Support
  - Divorce decree or other court order, separation agreement, or other written agreement filed with the court that states the amount and period of time over which payments will be received, with copies of checks or payment records to verify payment

**Asset Documents**

- \_\_\_\_\_ Checking, savings, certificates of deposit, money market accounts, and cash held
  - Current account statement with interest rate information
  - Signed statement or affidavit stating the amount of cash held
- \_\_\_\_\_ Stocks, bonds, and treasury bills
  - Brokerage statement verifying value of stocks/bonds, earnings, dividends, and other interest income credited to the household member
- \_\_\_\_\_ Lump sum receipts, one-time receipts, and down payment assistance
  - Notarized statement or gift affidavit giving the purpose, date, and value of the gift
- \_\_\_\_\_ Individual retirement and Keogh accounts that are accessible to household members
  - Current statement or screen shot of account balances
- \_\_\_\_\_ Personal property (e.g., antique cars, coin or stamp collections, etc.) held as investment
  - Notarized statement or affidavit stating the items held as investments and their value
- \_\_\_\_\_ Other
  - Zero Asset Affidavit (*Household members 18yrs or older with no assets*)
  - Please specify \_\_\_\_\_

\_\_\_\_\_  
Signature of Program Manager (*Required*)

\_\_\_\_\_  
Date