

REQUIRED DOCUMENTATION CHECKLIST

Income and asset documentation is required for all household members.

Complete copies of the following documents, if applicable to a household member, must be submitted. The homeownership programs do not return originals. Applicants may blacken out social security numbers and all but the last four numbers of accounts. Do not email these documents as they contain confidential information. Email is not a secure way to send confidential information. If unable to send documents via secure link please contact the program for a secure upload folder. The list below contains internet links to additional information and forms. Applicants will need access to the internet to view this information. If an applicant does not have access to the internet, please contact one of the individual programs for assistance.

Information needed from all applicants

- A loan application (also called [Form 1003](#)) completed within the last 30 days and typed by a lender based on a tri-merge credit report, and household's income and asset information. *Hand written forms are not accepted; or*
A credit report pulled within the last 30 days. Applications will not be processed until one of these are received.
- Completed Homeownership Program Common Application, signed and dated. Include the cover page showing the programs that are being applied to; *or*
Complete all sections of the online application if applying to the City of Boulder.
- A non-refundable \$25 online credit card payment, check or money order for the application fee, made payable to the program to which the application was originally submitted (City of Boulder, City of Longmont, Elevation CLT, Thistle Communities). Cash is not accepted. The application fee can be waived for those in need or facing financial hardship. To complete a request, please contact the program you are applying to first.
- A completed Immigration Status Affidavit (make additional copies as necessary) and a photocopy of an approved form of identification for each household member. City of Boulder and Thistle Communities request this for each household member 18 years or older. The Boulder County Down Payment Assistance Program (City of Longmont) and the City of Longmont Affordable Homeownership Program requires this for all household members. Elevation CLT and Flatirons Habitat do not require this. Forms: [City of Boulder](#), [Thistle Communities](#), [Boulder County DPA](#), [City of Longmont Affordable Homeownership Program](#)
For the City of Boulder program, applicants that do not provide the Immigration Status Affidavit requested above can still be found eligible for the program. However, the number of homes they are eligible for is reduced. The source of the money that was used to create some program homes require documenting that the people in the homes are lawfully present in the United States. To maximize one's opportunity in the City of Boulder program, each household member is encouraged to complete the Immigration Status Affidavit if they are able.
- A copy of a current CHFA-approved Homebuyer Education Course certificate. Due to class availability, the class can be completed after the homeownership application is submitted. Each program has different requirements as to when the class needs to be completed. Please contact the program for details.
- Gift letter or letter from a 3rd party offering down payment assistance describing the exact amount and type of assistance the household is receiving (e.g., personal gift, aid from another program). If it is a gift, the letter needs to indicate the amount, there is no expectation of repayment, and giver's relationship to the applicant.

Assets information needed from all applicants

Provide the most recent full statement for all assets, including the interest rate. Account information printed from online accounts portals is acceptable *if* it includes the account number, account holder's name, and a running balance with dates. Following is a list of the most common accounts which applicants need to include:

- Checking Accounts - Six months of most recent statements required. Deposit explanations are required. Please label any deposits over \$50 that are not payroll deposits or account transfers. This is used to document no additional income ([sample](#)).
- Savings Accounts
- Money Market Accounts
- Health Saving Account – HSA
- Trust Funds
- Cryptocurrency Accounts
- Investment Accounts – stocks, bonds, mutual funds
- Retirement Accounts – IRA, 401k/403b, annuities, pensions (quarterly statements ok)
- Peer to Peer Accounts – Venmo, CashApp, PayPal (with deposit explanations, see above)
- Life Insurance with cash-out value
- If any household member is beneficiary of a trust, provide a copy of the trust documents



If employed by a company or organization (full- or part-time)– employment verification is required for every job a household member has.

A completed [Verification of Employment Form](#); **or**

A letter from the employer, on letterhead, indicating applicant’s annual gross wage, start date of employment, pay schedule, expected wage increases, and any overtime, bonuses, tips and/or commissions; **or**

If the applicants organization uses a third party verification service (The Work Number, InVerify, etc.) a completed [authorization from](#) giving the program approval to request the information.

- Copies of two months of the most recent pay stubs for each job. For applicants that are paid every two weeks this generally mean five pay stubs. If commission income is earned, 12 months of paystub history are needed.
- Complete copies of two years of the most recent federal tax returns ([list of tax documents to include](#)).
- Two years of W2s.

If there is self-employment income (full- or part-time) Need help? Use the [“Guide for Self-Employed Applicants”](#)

- A year-to-date or six month profit/loss statement, whichever is longer ([sample](#)).
- A statement of projected profit/loss for the next 12 months and explanation of the projection rationale ([sample](#)).
- Complete copies of three years of personal and three years of business federal income tax returns ([list of tax documents to include](#)).
- Three years of W2s (if applicable).
- Six months of the most recent business checking account statements (all pages).
- Most recent business savings account statement (all pages).

Other income sources

Verification of all other sources of income. This may include award letters and/or statements from some of the following:

- Social Security
 - Social Security Disability
 - Private disability insurance payments
 - Pension statements
 - Annuity statements
 - Gift income (letter from the gift giver with the estimated monthly amount, explanation that there is no expectation of repayment, and the gift giver’s relationship to the applicant).
 - Income from retirement
 - VA Benefits
 - Military pay
 - Unemployment compensation
 - Worker’s compensation
 - TANF
 - Child support
 - Alimony/Maintenance
 - Investment income
- Complete copies of two years of the most recent federal tax returns ([list of tax documents to include](#)), If not required to file federal taxes please provide an explanation.
- Two years of W2s (if applicable)

Children over 18 living at home

Children that are 18 or older are considered adults by the programs. They need to provide the Immigration Affidavit, asset, income, tax records and other information requested above.

Real-estate: Current/past owner or under contract

- Most recent mortgage statement and appraisal of the property (or current County Assessor’s valuation statement) if any household member currently owns a home or other real property (e.g., vacant land, commercial property).
- Settlement statement or quit claim deed showing the legal termination of interest in the property AND the monetary consideration received if any household member had joint ownership in a property within the last three years.
- If the applicant has a signed contract to buy a home, submit a copy of the contract.

Divorced, child support and custody

If a household member is divorced, receives child support, or has shared custody of minors the following information is needed. If the divorce has not been finalized by the court please wait until this is done to apply.

- A court-stamped copy of a divorce decree and verification of the division of marital assets if divorced or legally separated within the past three years (i.e. separation agreement).
- A copy of the court-ordered custody arrangements if a household member has joint custody of a minor(s).
- Documentation of monthly child support payments received.
- Documentation of monthly alimony or maintenance amount received.



Applying to the City of Boulder Program

- Include a preapproval letter issued within the last 30 days from the applicant's lender along with loan application ([Form 1003](#)) or credit report (see above). Applications will not be processed until this is received.
- Include a copy of the completed [City of Boulder Orientation Test](#) as proof of completing the [orientation](#), unless the orientation was completed in person in a classroom.

Out-of-pocket child care or medical expenses

Sometimes these expenses can be used to reduce income *for the City of Boulder program*.

- If child care expenses are incurred in order to work please provide a copy of the [Verification of Child Care Form](#) completed by the care provider.
- For elderly or disabled applicants, if there are medical expenses greater than 3% of the household's gross income please provide a copy of the [Verification of Medical Expense Form](#) completed by the care provider.

Disabled

- If permanently disabled, accommodation may be made in the application process or preference given in the City of Boulder fair selection process. To request accommodation, the [Disability Accommodation Verification Form](#) needs to be completed.