



**COMMUNITY DEVELOPMENT BLOCK GRANT FOR DISASTER RECOVERY  
HOMEBUYER ASSISTANCE PROGRAM  
PUERTO RICO HOUSING FINANCE AUTHORITY  
APPLICANT DOCUMENT CHECKLIST**

This document will assist Applicant(s) in providing a list of required documents – not inclusive -- that must be presented at the time of the Program Application, and which may not be more than **ninety (90) days** old.

Required Documents	Specific Requirements
<input type="checkbox"/> Valid State Issued Driver's License or ID Card or U.S. Passport	All household members 21 years, or older
<input type="checkbox"/> Critical Recovery Workforce ID (if applicable)	Evidence that household member is employed in accordance with the laws of the Department of Public Security, Department of Education or the Department of Health.
<input type="checkbox"/> Puerto Rico Income Tax Return Form (W2 Forms)	Last two (2) years
<input type="checkbox"/> Proof of Legal Status or Citizenship's	All household members
<input type="checkbox"/> Birth Certificate, Legal Documentation of Adoption or Guardianship	All household members 20 years, or younger
<input type="checkbox"/> Homebuyer Education Certificate of Completion (HUD Approved)	For Applicant and must be less than one (1) year old
<input type="checkbox"/> Wages: Last three (3) recent paystubs	All household members 21 years, or older
<input type="checkbox"/> Certification of Zero Income (if applicable)	All household members 21 years, or older
<input type="checkbox"/> Award letters for benefits / Verification Letter (Form 1099)	For all household members (SSI, Disability, Pension, Unemployment, etc.)
<input type="checkbox"/> Most recent three (3) months of bank statements for all checking accounts	All household members 21 years, or older
<input type="checkbox"/> Two (2) most recent bank statements for all savings, retirement accounts, 401ks, etc.	All household members 21 years, or older
<input type="checkbox"/> Most recent year tax return (1040 or 1040A) with all schedules and YTD profit and loss statement (Self-employed only)	For all persons in the household 21 years, or older, who are <u>Self-Employed Only</u>
<input type="checkbox"/> Divorce Decree (if applicable)	All household members 21 years, or older. Recorded/Signed copy, all pages
<input type="checkbox"/> Communication Designee (if applicable)	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.
<input type="checkbox"/> Child Support Documentation (mandatory form)	All household members 21 years or under. Administración para el Sustento de Menores (ASUME) printout covering last twelve (12) months
<input type="checkbox"/> HBA Intake Application	Please mark N/A or Does Not Apply on applicable sections. Do not leave any sections blank.