## APPLICANT DOCUMENT CHECKLIST

** REQUIRED DOCUMENTS**

- **Homebuyer Education Certificate (HUD Approved)**
- Non-driver state ID; Driver License; Passport; Military ID Card; Certificate of Naturalization; Permanent Resident Card
- **Birth Certificate**
- **Official Identification Critical Recovery Workforce (CRW).**

** SPECIFIC DETAILS**

- Homebuyer Education Course Certificate for homebuyers provided by the CDBG-DR Housing Counseling Program.
- One (1) Government issued photo ID (federal or state)
  - Any applicant over the age of 18 and a member of the family composition must provide valid official identification with photo.
- A birth certificate is required for all minor household members 18 years of age or younger.
- As applicable: Applicant/member within the family composition must provide evidence that they are employed as a Critical Recovery Workforce member (CRW) employee in accordance with the laws of the Department of Public Safety, Education or Health.

- Applicants who are: Hourly/Salary
  - *Known as an individual who receives a salary as compensation for the work activity carried. Wages, also known as salary, is a monetary compensation that the employee receives on a regular basis for the work performed.*

- Applicants who receive: Retirement/Social Security
  - Bank statements from the last three (3) months; Current Pension/Retirement Benefit letter; Current Annuity Payment Letter or 1099 form from prior year.

- Applicants who receive: Self-employment Income
  - Three (3) most recent monthly bank statements; Current lease agreements; Current benefit letter with gross benefit amount; Copy of court order documentation; Including amounts received by, or on behalf of minors.

- Applicants who receive: Rental Income
  - If you do not receive any type of income, you must complete the Zero Income Certification form for all members over 18 years old.

- Applicants who receive: Unemployment Benefits
  - Current lease agreements; Current benefit letter with gross benefit amount; Copy of court order documentation; Including amounts received by, or on behalf of minors.

- Applicants who receive: Court Ordered Alimony/Spousal Maintenance
  - If you do not receive any type of income, you must complete the Zero Income Certification form for all members over 18 years old.

- Applicants who receive: Taxable Interest and Dividends
  - Current lease agreements; Current benefit letter with gross benefit amount; Copy of court order documentation; Including amounts received by, or on behalf of minors.

Prior to applying for the Homebuyer Assistance Program, prospective Applicants should review the eligibility criteria outlined in the Guidelines and the checklist provided below. The documents, as applicable, must be submitted at the time of applying for the Program and may not be more than ninety (90) days old. The application to the Program will be completed through a financial institution of your choice, the Puerto Rico Housing Finance Authority (PRHFA) or an authorized PRHFA representative.