

## Sections A & B: APPLICANT & PROPERTY ELIGIBILITY

---

Sections A & B of the online application determines your eligibility in the housing incentive program. Submit the application for approval. The Program Manager will contact you within 7 business days of your application with a status. Below is a list of documents and information you will need to provide to complete your application:

- Copy of valid State ID or Driver's License
- Submit income verification documents: *2022 tax return supplemented by two most recent pay stubs or 2022 W2 or 1099 forms*
- Submit signed Application Disclosure and Acknowledgement Form

You must submit the above items within 7 days of the application. If your application is preapproved, you will be asked to submit the following information and documents:

## Sections C: PRE-APPROVAL

---

This section of the checklist outlines the steps necessary for the application to be approved:

- Submit copy of homeowner certification certificate. Completion of a HUD certified homeownership education course is required to receive the incentive. Please refer to Appendix D for additional resources including a list of approved home renovation education courses.
- Copy of your Mortgage Pre-approval Notice outlining the agreed-upon terms of the approved or pre-approved mortgage.
- Name, address, phone number and email for title/closing agent
- Submit copy of Real Estate Contract

## Sections D: RELEASE OF FUNDS

---

Section D outlines the steps necessary, and documents required prior to the disbursement of funds.

- Submit signed Tax Acknowledgment form
- Submit signed Promissory note
- Submit all outstanding required documentation related to the purchase of the property
- Submit photos of purchased home
- Submit a statement of program impact.

**EMAIL DOCUMENTS TO: [sinaigracecdclivlocal@gmail.com](mailto:sinaigracecdclivlocal@gmail.com)**