



## Application Document Checklist

Supporting Documentation: *Supporting documentation is required for every adult member of the household aged 18 and over. All documents must be legible to be considered.*

### Supporting Documentation Checklist

#### A. Proof of Identity:

- CA Driver License
- CA Identification Card
- Municipal ID
- US Passport
- Other (please specify) \_\_\_\_\_

#### B. Two (2) Months of documentation for Employment Income:

- Pay stubs for current month    Dates covered \_\_\_\_\_ to \_\_\_\_\_
- Pay stubs for prior month    Dates covered \_\_\_\_\_ to \_\_\_\_\_

If self-employed:

- Year-to-Date Profit & Loss statement
- Self-employed Affidavit

#### C. Most recent award letter and/or two (2) consecutive months of documentation for any other income:

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Child Support   | <input type="checkbox"/> Pension           | <input type="checkbox"/> Foster Care  |
| <input type="checkbox"/> Social Security | <input type="checkbox"/> Alimony           | <input type="checkbox"/> Unemployment |
| <input type="checkbox"/> SSI/SSDI        | <input type="checkbox"/> Disability Income | <input type="checkbox"/> Other        |

#### D. Last Three (3) years of Federal Tax Returns OR Verification of Non-Filing:

- |  |   |
|--|---|
| <input type="checkbox"/> 2024 Federal 1040 Tax Return or | <input type="checkbox"/> Verification of Non-Filing (if applicable) |
| <input type="checkbox"/> 2023 Federal 1040 Tax Return or | <input type="checkbox"/> Verification of Non-Filing (if applicable) |
| <input type="checkbox"/> 2022 Federal 1040 Tax Return or | <input type="checkbox"/> Verification of Non-Filing (if applicable) |



E. Last Three (3) years of W-2s and 1099s (including but not limited to 1099-MISC, 1099-G, 1099-INT, 1099-DIV, 1099-B or 1099-R):

2024 W-2s

1099s

2023 W-2s

1099s

2022 W-2s

1099s

F. Last Three (3) consecutive statements from ALL Financial Accounts:

Most recent three (3) consecutive Bank Statements

Most recent three (3) consecutive statements for Retirement Accounts (401k, IRA, etc.)

Most recent three (3) consecutive statements for Stocks, Mutual Funds, Profit Sharing accounts

Most recent three (3) consecutive statements for CDs, Money Market accounts etc.

G. If any of your adult household members is NOT earning income:

Zero-Income Affidavit

H. Pre-approval Letter from a Lender:

Pre-approval letter from a mortgage lender for, at minimum, the home purchase price you intend on purchasing (First Home Emeryville Participating Lender list can be found at <https://www.hellohousing.info/emeryville-down-payment-assistance>)

I. Clarification of Unlabeled Deposits

Deposit Clarification Form

Supporting documentation for each deposit explanation provided

J. Proof of Student Status:

Copy of Current Registration OR an Unofficial Transcript

K. Workshop Affidavit:

*For more detail, please reference the First Home Emeryville Program Manual available at <https://www.hellohousing.info/emeryville-down-payment-assistance>*