

# **Application for Income Certification**

You MUST have a signed Purchase and Sales agreement on the home you wish to purchase to submit this application

PLEASE NOTE THAT WE DO NOT ACCEPT APPLICATIONS ELECTRONICALLY. You may mail the application and required supporting documents to the address at the bottom of the application or drop it off to the same address. Staff are in the office Tuesday and Wednesday from 9am -5pm. There is a drop slot available for after hour dropoffs. Please provide **copies** of all documents submitted, as we are unable to return material to applicants.

Address of property that you are applying for:		
<u>APPLICANT</u>	CO-APPLICANT	
Name:	Name:	
Address:	Address:	
CityZip	CityZip	
Phone	Phone	
Email	Email	
Last 4 digits of Social Security #:	Last 4 digits of Social Security #:	
Date of Birth:/	Date of Birth:/	
MARITIAL STATUS: □ Single □ Married □ Separated □ Divorced	MARITIAL STATUS: ☐ Single ☐ Married ☐ Separated ☐ Divorced	
<b>SEX:</b> □Male □Female □Non-binary/Non-conforming	<b>SEX:</b> □Male □Female □Non-binary/Non-conforming	
RACE OF APPLICANT:	RACE OF CO-APPLICANT:	
□ American Indian/Alaska Native □ White/Caucasian □ Black/African American □ Nat. Hawaiian or Other Pacf. Islander □ Asian □ Two or more races □ Other □ I do not wish to disclose this information	□ American Indian/Alaska Native □ White/Caucasian □ Black/African American □ Nat. Hawaiian or Other Pacf. Islander □ Asian □ Two or more races □ Other □ I do not wish to disclose this information	
ETHNICITY OF APPLICANT  ☐ Hispanic or Latino ☐ Non-Hispanic or Latino ☐ I do not wish to disclose	ETHNICITY OF CO-APPLICANT  ☐ Hispanic or Latino ☐ Non-Hispanic or Latino ☐ I do not wish to disclose	

## PLEASE LIST $\underline{ALL}$ PEOPLE WHO WILL BE $\underline{RESIDING}$ IN THE UNIT:

Name	Relationship	Age	Person to Appear on Deed
		<del></del>	
TOTAL HOUSEHOLD SIZE:	_		
CURRENT PRIMARY EMPLOYMENT:			
Applicant		Co-Applicant	
Company:	_	Company:	
Address:		Address:	
City, StateZip		City, State	Zip
Date of hire		Date of hire	
Position:		Position:	
Gross Monthly Income \$		Gross <u>Monthly</u> Inco	ome \$
☐ I am retired		☐ I am retired	
ADDITIONAL MONTHLY INCOME (ch	neck and complete :	all that apply):	
Applicant		Co-Applicant	
☐ Average overtime earning \$		☐ Average overtime earning \$	
☐ Year round part time employment S	\$	☐ Year round part time employment \$	
☐ Seasonal Employment \$		☐ Seasonal Employment \$	
☐ Retirement or Pension income \$		☐ Retirement or Pension income \$	
If multiple sources, please list:		If multiple source	es, please list:
☐ Social Security Income \$	-	☐ Social Security I	ncome \$
☐ Veteran benefits \$		□ Veteran benefits \$	
□ TDI \$		□ TDI \$	
☐ Long-term Disability (not SSDI) \$		☐ Long-term Disa	bility (not SSDI) \$

☐ Child Support \$	☐ Child Support \$	
☐ Alimony \$	☐ Alimony \$	
☐ Family Support \$	☐ Family Support \$	
☐ SSI or SSDI \$	☐ SSI or SSDI \$	
□ RI Works \$	□ RI Works \$	
☐ Income from LLC, LP, S-Corp etc. \$	☐ Income from LLC, LP, S-Corp etc. \$	
☐ Other Income \$	☐ Other Income \$	
Explain Other:	Explain Other:	
ASSETS - Assets will count at 1% of their value towards h	nousehold income:	
Total Checking Acct Balances (current statement) \$	Number of accounts:	
Total Savings Acct Balances (current statement) \$	Number of accounts:	
Total Money Market Acct Balances (current statement) \$	Number of accounts:	
Total 401(k) balances (current statement) \$	Number of accounts:	
Total IRA/Roth IRA balances (current statement) \$	Number of accounts:	
Total Investment or Brokerage Acct Balances (current statem	nent) \$ Number of accounts:	
Total CD balances (current statement) \$ Number of accounts:		
Other Asset(s) \$		
Explain Other:		
Ownership interest in a Corporation (LLC, LP, S-Corp etc.)	%	
$\square$ I have an ownership interest in a $\square$ home $\square$ investmen	nt property	
Address:		
☐ I currently own a home/real estate that is on the market b Current mortgage balance \$	out not under contract List price \$	
☐ I currently own a home/real estate that is already under c Current mortgage balance \$	ontract Contract price \$	
$\square$ I have sold a home/real estate in the last 12 months		
Proceeds from sale \$		
FINANCIAL GIFTS - Gifts being provided for down payme	nt or closing costs will count at 1% of their value	
towards household income:		
☐ I am receiving a financial gift(s) to be used towards down	payment / closing costs.	
Amount of gift(s) \$		

#### **CERTIFICATIONS**

#### Applicant and co-applicant, if applicable, to initial next to EACH certification

,	that the information of my/our knowledge	contained in this application and cert and belief.	ification are true and
		plying to purchase a deed restricted nd future buyer income qualification	
	riod and that our inco	disclosed <u>all</u> persons who will be res me eligibility is based on my/our cer	
members from all so	urces that are anticipates of income anticipate	ibility is determined based on the greated to be received during the coming ed to be received during the coming i	g 12-month period, and
•	tand that this propert ais property as our yea	ry must remain owner-occupied year ar round residence.	round and certify that
I/We unders	tand that this propert	ry may never be rented out.	
•	another person or en	ot convey this property into a revoca tity via a Quit Claim Deed, or add any	
and will be responsib buyers as well as rev	ole for setting the resaliewing and approving	ll be responsible for the long term m le price of the home and certifying th any refinances or home equity lines '-RI assessed fees associated with the	ne eligibility of subsequent of credit. I/We understand
within the unit and the $\frac{1}{2}$	nat any other types of	ce of this unit is calculated based on t improvements made after purchasir ulation of the maximum resale price	ng are for my/our benefit
-	_	nation contained in this application a /our income certification application	
•	2 2	rty is acquired under false pretenses ect to criminal prosecution.	, the property acquired may
Applicant	Date	Co-Applicant	Date

## REQUIRED SUPPORTING DOCUMENTATION

### Please provide copies of the following documents as they relate to EACH person in the household

$_{}$ 1 (one) year current personal federal tax returns with all schedules, 1099s and W2s;
(a) 2 (two) years, if self-employed
(b) If you are <u>not required</u> by the IRS to submit a tax return based on your sole source of income
being nontaxable income and you did not file a return, please provide a notarized attestation
attesting to that fact;
(c) If you have not filed a tax return but are required to, please provide current IRS Verification of
Non-Filing Letter; (d) If you needed to file an extension for the most recent tax year, please provide a copy of the
confirmation email that the IRS accepted your request.
If self-employed, current year to date Profit and Loss Business Statement <u>and</u> Balance Sheet;
2 (two) month's most recent pay stubs for each source of employment;
For students 18-23 years old, documentation of full or part time school enrollment status;
Social Security, Pension, Retirement, VA, SSI, SSDI, or Disability payments Benefit letter(s);
Documentation of child support and/or alimony payments;
Proof of legal separation or divorce;
If monthly financial support is being provided by a family member, please provide a notarized attestation
from the person providing the support attesting to the maximum amount of support provided on a monthly basis;
6 (six) months most recent checking account statements (all pages); *see below
6 (six) months most recent money market account statements (all pages); *see below
6 (six) months most recent savings account statement (all pages); *see below
Most recently issued statement(s) for 401(k), 403 (b), IRA, ROTH IRA, etc. Statements;
Most recently issued statement(s) for investment and brokerage accounts;
Most recent issued statement(s) for CDs;
If you have an ownership interest in a Corporation (LLC, LP, S-Corp etc.) please provide a year to date
balance sheet for the Corporation
Documentation for any other assets;
Copy of Purchase and Sales for property being purchased;
document list continued on next page

Copy of complete Uniform Residential Loan Application, including sections L1 – L4;
If receiving a financial gift towards down payment/closing costs, please provide a notarized gift letter as well
as gift maker's proof of funds;
If you currently selling a home, please provide a copy of the most recent mortgage statement <u>and</u> a copy of the
Purchase and Sales agreement. You will be required to provide the final closing disclosure for that transaction
before closing on this home.
If you have sold a home in the last 12 months, please provide a copy of the final settlement statement;
Copy of Certificate of Completion from an 8 hour HUD approved homebuyer education class. This does not
need to completed to submit an application, but if you are first time homebuyer OR have not owned a home in the
last three (3) years, this requirement must be completed prior to closing by every person named on the deed. <u>The</u>
RIHousing certificate does not meet this requirement. Upcoming classes can be found under the "Homeownership
Connection" tab at www.housingnetworkri.org.
*For all non-verifiable deposits over \$100 or if multiple non-verifiable deposits appear on a single day
regardless of amount, please provide a written explanation, itemized by deposit, as to the source and
nature of the deposit. Please also provide the appropriate supporting documentation when applicable.
Examples of a non-verifiable deposit are: ATM deposits, mobile deposits, counter credits, Venmo, Cash App,
Zelle or the like.
If you have any questions with regards to completing this application,
please call <b>Melina Lodge at 401.721.5680 ext. 104</b>