



## 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 drop-offs. Please provide **copies** of all documents submitted, as we are unable to return material to applicants.

**Address of property that you are applying for:** \_\_\_\_\_

### APPLICANT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Last 4 digits of Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**MARITAL STATUS:**  Single  Married  
 Separated  Divorced

**SEX:**  Male  Female  Non-binary/Non- conforming

### RACE OF 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

### ETHNICITY OF APPLICANT

- Hispanic or Latino
- Non-Hispanic or Latino
- I do not wish to disclose

### CO-APPLICANT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Last 4 digits of Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**MARITAL STATUS:**  Single  Married  
 Separated  Divorced

**SEX:**  Male  Female  Non-binary/Non- conforming

### 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

### ETHNICITY OF CO-APPLICANT

- Hispanic or Latino
- Non-Hispanic or Latino
- I do not wish to disclose

**PLEASE LIST ALL PEOPLE WHO WILL BE RESIDING IN THE UNIT:**

Name	Relationship	Age	Person to Appear on Deed
			<input type="checkbox"/>

**TOTAL HOUSEHOLD SIZE:** \_\_\_\_\_

**TOTAL # OF VEHICLES IN YOUR HOUSEHOLD:** \_\_\_\_\_

**CURRENT PRIMARY EMPLOYMENT:**

Applicant

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Date of hire \_\_\_\_\_

Position: \_\_\_\_\_

Gross Monthly Income \$ \_\_\_\_\_

I am retired

Co-Applicant

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Date of hire \_\_\_\_\_

Position: \_\_\_\_\_

Gross Monthly Income \$ \_\_\_\_\_

I am retired

**ADDITIONAL MONTHLY INCOME (check and complete all that apply):**

Applicant

Average overtime earning \$ \_\_\_\_\_

Year round part time employment \$ \_\_\_\_\_

Seasonal Employment \$ \_\_\_\_\_

Retirement or Pension income \$ \_\_\_\_\_

If multiple sources, please list: \_\_\_\_\_

Co-Applicant

Average overtime earning \$ \_\_\_\_\_

Year round part time employment \$ \_\_\_\_\_

Seasonal Employment \$ \_\_\_\_\_

Retirement or Pension income \$ \_\_\_\_\_

If multiple sources, please list: \_\_\_\_\_

Social Security Income \$ \_\_\_\_\_

Veteran benefits \$ \_\_\_\_\_

Unemployment, TDI or Workers' Comp \$ \_\_\_\_\_

Long-term Disability (not SSDI) \$ \_\_\_\_\_

Social Security Income \$ \_\_\_\_\_

Veteran benefits \$ \_\_\_\_\_

Unemployment, TDI or Workers' Comp \$ \_\_\_\_\_

Long-term Disability (not SSDI) \$ \_\_\_\_\_

Child Support \$ \_\_\_\_\_  
 Alimony \$ \_\_\_\_\_  
 Family Support \$ \_\_\_\_\_  
 SSI or SSDI \$ \_\_\_\_\_  
 RI Works \$ \_\_\_\_\_  
 Income from LLC, LP, S-Corp etc. \$ \_\_\_\_\_  
 Other Income \$ \_\_\_\_\_

Explain Other: \_\_\_\_\_

Child Support \$ \_\_\_\_\_  
 Alimony \$ \_\_\_\_\_  
 Family Support \$ \_\_\_\_\_  
 SSI or SSDI \$ \_\_\_\_\_  
 RI Works \$ \_\_\_\_\_  
 Income from LLC, LP, S-Corp etc. \$ \_\_\_\_\_  
 Other Income \$ \_\_\_\_\_

Explain Other: \_\_\_\_\_

**ASSETS - Assets will count at 1% of their value towards household 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 statement) \$ \_\_\_\_\_ Number of accounts: \_\_\_\_\_  
Total CD balances (current statement) \$ \_\_\_\_\_ Number of accounts: \_\_\_\_\_  
Other Asset(s) \$ \_\_\_\_\_, explaination: \_\_\_\_\_  
Ownership interest in a Corporation (LLC, LP, S-Corp etc.) \_\_\_\_\_ %

I have an ownership interest in a:  primary home  second/vacation home  rental property

commercial property  land  other \_\_\_\_\_

I currently own a home/real estate that is on the market but not under contract  
Current mortgage balance \$ \_\_\_\_\_ List price \$ \_\_\_\_\_

I currently own a home/real estate that is already under contract  
Current mortgage balance \$ \_\_\_\_\_ Contract price \$ \_\_\_\_\_

I have sold a home/real estate in the last 12 months  
Proceeds from sale \$ \_\_\_\_\_

**FINANCIAL GIFTS - Gifts provided for down payment and closing costs, up to 25% of the purchase price of the home, will count at 3% of their value towards household income. Gifts in excess of this amount will count at 100% 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**

I/We certify that the information contained in this application and certification are true and accurate to the best of my/our knowledge and belief.

I/We understand that I/We are applying to purchase a deed restricted home that will be subject to limitations on the maximum resale price and future buyer income qualifications.

I/We certify I/We have accurately disclosed all persons who will be residing in the property in the coming 12-month period and that our income eligibility is based on my/our certification that I/We are a household of  persons.

I/We understand that income eligibility is determined based on the gross income for all household members from all sources that are anticipated to be received during the coming 12-month period, and certify that all sources of income anticipated to be received during the coming 12-month period have been accurately disclosed.

I/We understand that this property must remain owner-occupied year round and certify that I/We intend to use this property as our year round residence.

I/We understand that this property may never be rented out.

I/We understand that I/We may not convey this property into a revocable or irrevocable Trust, convey ownership to another person or entity via a Quit Claim Deed, or add any persons or entity to the Title of the property after the fact.

I/We understand that CHLT-RI will be responsible for the long term monitoring of this property, and will be responsible for setting the resale price of the home and certifying the eligibility of subsequent buyers as well as reviewing and approving any refinances or home equity lines of credit. I/We understand that I/We will be responsible for any CHLT-RI assessed fees associated with these types of transactions.

I/We understand that the resale price of this unit is calculated based on the number of bedrooms within the unit and that any other types of improvements made after purchasing are for my/our benefit only, and will not be considered in the calculation of the maximum resale price in the future.

I/We understand that if any information contained in this application and certification is determined to be untrue or inaccurate, my/our income certification application may be denied.

I/We understand that if the property is acquired under false pretenses, the property acquired may be foreclosed upon and I/We may be subject to criminal prosecution.

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Applicant

Date

Co-Applicant

Date

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## 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 not required 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 and Balance Sheet;

Copy of Applicant and Co-Applicant's Driver's License or Government ID;

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;

- Copy of earnest money deposit check;
- 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 (or will be selling) a property, please provide a copy of the most recent mortgage statement, and documentation supporting the appraised/market value (if not yet listed), documentation of an active real estate listing, or a copy of the Purchase and Sales agreement (if under contract already). 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;
- If you own any other property, please provide a copy of the most recent mortgage statement (if applicable), copies of any existing leases (if applicable), and documentation supporting the appraised/market value of the property.
- Copy of Certificate of Completion from an 8 hour HUD approved homebuyer education class. This does not need to be 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. The RIHousing certificate does not meet this requirement. Upcoming classes can be found under the "Homeownership Connection" tab at [www.housingnetworkri.org](http://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 **Melina Lodge at 401.721.5680 ext. 104**