

HOME BUYER ASSISTANCE PROGRAM

APPLICANT DOCUMENT CHECKLIST

PUERTO RICO
HOUSING FINANCE
AUTHORITY



Copies of documents are required.

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.

REQUIRED DOCUMENTS

SPECIFIC DETAILS

Homebuyer Education Certificate (HUD Approved)

Homebuyer Education Course Certificate for homebuyers provided by the CDBG-DR Housing Counseling Program.

- Non-driver state ID;
Driver License;
Passport;
Military ID Card;
Certificate of Naturalization;
Permanent Resident Card

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.

Birth Certificate

A birth certificate is required for all **minor household members 18 years of age or younger.**

Official Identification Critical Recovery Workforce (CRW).

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.

- Three (3) most recent monthly bank statements;
 Three (3) most recent paystubs within the past three (3) months;
 Last two (2) PR Income Tax Return Form for last two years;
 Last two (2) W-2 forms.

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.*

- Three (3) most recent monthly bank statements;
 Current Pension/Retirement Benefit letter;
 Current Annuity Payment Letter or 1099 form from prior year.

Applicants receiving: **Retirement/Social Security**

- Bank statements from the last three (3) months;
 Most recent tax return (1040 or 1040A) and/or;
 Profit and loss statement for the last 12 months.

Applicants who receive: **Self-employment Income**

Current lease agreements

Applicants who receive: **Rental Income**

Current benefit letter with gross benefit amount

Applicants who receive: **Unemployment Benefits**

Copy of court order documentation

Applicants who receive:
Court Ordered Alimony/Spousal Maintenance

Including amounts received by, or on behalf of minors

Applicants who receive: **Taxable Interest and Dividends**

- 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 and their household members who do not receive any type of income. If you are under 18 (eighteen) years of age, you must submit additional documents.

Required documents:

- **Zero Income Certification**
- **Negative Certification from the Department of Labor**
- **Enrollment Evidence from a University or College (if applicable)**

