



Bay County

Purchase Assistance File Checklist

	Y	N	N/A	Notes
Applicant Documentation				
Driver's license or photo I.D. (ALL household members 18+)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social Security Card (ALL household members)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For Each Dependent:				
<ul style="list-style-type: none"> • Birth Certificate (preferred); or <ul style="list-style-type: none"> ○ School Records with Parents'/Guardians' names and addresses, court-ordered letters of guardianship, divorce decree, or letters of adoption 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mortgage Pre-Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First-Time Homebuyer Education Course Completion (required prior to home closing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Verification of Income (All Household Members 18+)				
Two months of current consecutive Paystubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Current Social Security/Disability Award Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unemployment Benefits Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Retirement/Pension Income Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Child Support Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Self-Employed Income (IRS 1040)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Zero Income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Verification of Assets (All Household Members Regardless of Age)				
Six months of consecutive checking account statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Most recent savings account statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Most recent 401(k)/retirement account statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Most recent Direct Express statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Most recent Securities (stocks/bonds/dividends) statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Zero Assets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

