



### Required Income Verification Documents

Provide **two copies** of all applicable information. Failure to provide complete information can delay the approval process and put your ability to buy an affordable unit in jeopardy. If you have any questions please call, Maureen O'Hagan at 978-456-8388.

1. Federal Tax Returns – 2004, 2005, 2006 (DO NOT SEND STATE TAX RETURNS)
2. W2 and/or 1099 Forms: 2004, 2005, 2006
3. Asset Statement(s): Three **current full** statements including checking accounts, saving accounts, retirement investment accounts, certificate of deposit, property, down payment gift amount etc. Refer to document titled Income and Asset Guidelines for complete list of required documents.
4. Five (5) **consecutive** pay stubs ending within one month of application (\_\_\_\_\_ ) for all jobs (check/direct deposit stubs). For unemployment, copies of unemployment checks or DOR verification stating benefits received.
5. Social Security: official statement of monthly amount received for year in review and statement of total amount received for latest tax year.
6. Pension: statements indicating amount received for year in review and statement of total amount received for latest tax year.
7. IRA or other income derived from assets: statement indicating regular amounts received and total amount received from latest tax year.
8. Child support and alimony: document indicating the payment amount.
9. Proof of student status for dependent household members over age of 18 and full-time students.
10. If you intend to utilize a gift from a family member to assist with the down payment, please advise us of the gift amount with the name and telephone number of the person providing the gift.
11. If you owned a home within the past 3 years but it was sold due to a divorce provide copy of divorce or separation papers and a copy of the HUD Settlement Sheet.

#### 55+ Applicants

12. If you are selling a home provide a market analysis from a real estate broker with the anticipated selling price. Also include a mortgage statement showing balance of mortgage or other loans attached to home, if applicable.