

**TOWN OF BROOKHAVEN DOWN PAYMENT ASSISTANCE PROGRAM CHECKLIST**  
**OF REQUIRED DOCUMENTATION (COPIES ONLY, NO ORIGINALS)**

	<b>APPLICANT</b>	<b>CO-APPLICANT</b>	<b>18&amp;OVER</b>
1. Application form completed with signature(s)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
2. Disclaimer Credit Statement Agreement form	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
3. Acknowledgment form	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
4. Authorization to Obtain Credit Report form	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
5. Town of Brookhaven Down Payment Assistance Program checklist.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
6. Completed and signed 4506 IRS Tax Form. <b>Please return to LIHP.</b> Do not send \$50 fee.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
7. Notarized "gift" letter.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
8. Four (4) most recent, consecutive paystubs that indicate year-to-date gross income. If year-to-date is not included on paystub, a letter from employer on company stationery is required. The employer letter must state the title/position, start date, rate of pay, hours worked per pay period, frequency of pay and year to date gross income.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
9. <b>Self-employed</b> applicants must provide a letter from a CPA or attorney indicating the amount you expect to receive for the next 12 months <b>OR</b> must provide a notarized <b>year-to-date</b> profit and loss statement.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
10. Documentation for <b>social security (copy of 2019 award letter)</b> , Pensions, disability, unemployment, retirement funds, alimony, etc	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
11. W2 statement(s) and 1099 Statement(s).	<b>2018</b> Yes <input type="checkbox"/> N/A <input type="checkbox"/>	<b>2018</b> Yes <input type="checkbox"/> N/A <input type="checkbox"/>	<b>2018</b> Yes <input type="checkbox"/> N/A <input type="checkbox"/>
12. Copies of <b>SIGNED federal tax returns</b> with required schedules for the last three years. <b>Please sign 1040 federal tax returns where it says "sign here"</b> . If you cannot locate your federal tax returns, you can go to the IRS website and printout the <b>tax return transcript</b> and <b>wage and income transcript</b> . If you did not file any of these years, provide certificate of non filing from the IRS.	<b>2018</b> Yes <input type="checkbox"/> N/A <input type="checkbox"/>	<b>2018</b> Yes <input type="checkbox"/> N/A <input type="checkbox"/>	<b>2018</b> Yes <input type="checkbox"/> N/A <input type="checkbox"/>
	<b>2017</b> Yes <input type="checkbox"/> N/A <input type="checkbox"/>	<b>2017</b> Yes <input type="checkbox"/> N/A <input type="checkbox"/>	<b>2017</b> Yes <input type="checkbox"/> N/A <input type="checkbox"/>
	<b>2016</b> Yes <input type="checkbox"/> N/A <input type="checkbox"/>	<b>2016</b> Yes <input type="checkbox"/> N/A <input type="checkbox"/>	<b>2016</b> Yes <input type="checkbox"/> N/A <input type="checkbox"/>
13. Two (2) most recent consecutive months of bank statements ( <b>all pages</b> ) <b>OR</b> 60 days printout of transactions for all accounts. The statement/printout must show the name of the bank, account holder's name, running balance and the last four digits of the account number.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
14. Most recent statement (all pages) for retirement and investment accounts.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
15. Legal separation agreement/stipulation of settlement or divorce decree.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
16. Permanent Residency ID Card.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
17. Application fee of \$75.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>		

**ALL HOUSEHOLD MEMBERS OVER THE AGE OF 18 MUST SUBMIT ALL REQUIRED DOCUMENTS.**

**PLEASE SUBMIT DOCUMENTS IN THE ORDER LISTED ABOVE**

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co Applicant's signature

\_\_\_\_\_  
Date