

**The Town of Brookhaven Down Payment Assistance Program Application  
The Long Island Housing Partnership**

**Submission Deadline January 2, 2019**

**CHECK LIST OF REQUIRED DOCUMENTATION**  
**(COPIES ONLY, NO ORIGINALS)**

	<b><u>PRIMARY APPLICANT</u></b>	<b><u>CO-APPLICANT</u></b>
1. Application form completed with signature(s) and \$75.00 non-refundable application fee payable to: <b>Long Island Housing Partnership, Inc.</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
2. A <b><u>SIGNED</u></b> copy of the Program Guidelines Acknowledgment	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
3. Authorization to Obtain a Credit Report Form	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
4. <b>A.</b> Copies of <b>SIGNED</b> 2017 Federal Tax Returns with required schedules, W-2 statements (and 1099's if applicable). <b>B.</b> Copies of <b>SIGNED</b> 2015 & 2016 Federal Tax Returns with required schedules. <b>If you did not file taxes for any of these years, please submit verification of non-filing from the IRS.</b>	<b>2017</b> Yes <input type="checkbox"/> <b>2016</b> Yes <input type="checkbox"/> <b>2015</b> Yes <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/>
5. Completed and <b>SIGNED</b> IRS Tax Form 4506	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
6. Four (4) most recent consecutive pay stubs that indicate year-to-date gross income. If year-to-date is not included on pay stub, a letter from employer on company stationery is required.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
7. Two (2) months most recent consecutive bank statements <b><u>(All Accounts/All Pages)</u></b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
8. Documentation for Social Security, Pensions, Disability, Unemployment, etc.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
9. School transcripts for family members over 18 (if applicable)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
10. Legal separation agreement or divorce decree (if applicable)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
11. Permanent Residency ID Card (if applicable)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
12. Proof of sale or HUD-1 Settlement Statement for any home sold within last 3 years.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
13. All household members age 18 and older must submit the information requested listed in numbers 4-12, if applicable. <b><u>If any of the above documents do not pertain to household members 18 and older, please submit a notarized letter stating so.</u></b>		

Comments:

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DATE