



**THE VINEYARDS AT BROOKFIELD SENIOR AFFORDABLE HOUSING PROGRAM**  
**CHECKLIST**  
**OF REQUIRED DOCUMENTATION (COPIES ONLY, NO ORIGINALS)**

		APPLICANT	CO-APPLICANT 19&OVER
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. The Vineyards at Brookfield Affordable Workforce Housing 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 \$43 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 position/title, 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 2021 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>2020</b>	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"/>	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"/>
12. Copies of <b>SIGNED federal tax returns</b> with required schedules for the last three years. <b>Please sign your 1040 federal 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</b> transcript.	<b>2020</b> <b>2019</b> <b>2018</b>	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"/>	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"/>
13. Three (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. Three 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. Proof of Age		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"/>

**ALL HOUSEHOLD MEMBERS OVER THE AGE OF 19 MUST SUBMIT ALL REQUIRED DOCUMENTS.**  
**PLEASE SUBMIT DOCUMENTS IN THE ORDER LISTED ABOVE**

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

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date