



BAYPORT GARDENS
AFFORDABLE SENIOR (AGE 55 AND OVER) HOUSING HOMEOWNERSHIP PROGRAM

CHECKLIST OF REQUIRED DOCUMENTS

(COPIES ONLY, NO ORIGINALS)

	APPLICANT	CO-APPLICANT	19 AND OVER
Completed, signed and Dated application	Yes ☐	Yes ☐	N/A ☐
Authorization to obtain a credit report form.	Yes ☐	Yes ☐	Yes ☐
Notarized Gift Letter.	Yes ☐ N/A ☐	Yes ☐ N/A ☐	N/A ☐
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. If you are currently unemployed, provide a notarized letter stating status of employment and provide documents of source of income if any.	Yes ☐ N/A ☐	Yes ☐ N/A ☐	Yes ☐ N/A ☐
Self-employed applicants must provide a letter from a CPA or attorney indicating the amount you expect to receive for the next 12 months or must provide a notarized YTD profit and loss statement	Yes ☐ N/A ☐	Yes ☐ N/A ☐	Yes ☐ N/A ☐
Documentation evidencing income from Social Security (2025 award letter), Pension, Unemployment & Alimony/Maintenance	Yes ☐ N/A ☐	Yes ☐ N/A ☐	Yes ☐ N/A ☐
2024 w2 Statement(s) and 1099 statement(s)	Yes ☐ N/A ☐	Yes ☐ N/A ☐	Yes ☐ N/A ☐
Signed 2024 Federal Tax returns w/required schedules. Sign second page of your federal tax returns where it says "sign here". If you cannot locate your federal tax returns, you may go to the IRS website and printout the tax return transcript and wage and income transcript.	Yes ☐ N/A ☐	Yes ☐ N/A ☐	Yes ☐ N/A ☐
Signed 2023 Federal Tax returns w/required schedules	Yes ☐ N/A ☐	Yes ☐ N/A ☐	Yes ☐ N/A ☐
Signed 2022 Federal Tax returns w/required schedules	Yes ☐ N/A ☐	Yes ☐ N/A ☐	Yes ☐ N/A ☐
Two (2) months most recent consecutive bank statements with all pages for all accounts or 60 days printout of transactions for all accounts. Statement/printout must show the name of the bank, account holder's name, running balance and the last four digits of the account number. If you do not own any bank account, provide a notarized letter.	Yes ☐ N/A ☐	Yes ☐ N/A ☐	Yes ☐ N/A ☐
Most recent retirement and/or investment account with all pages. The statement/printout must show the name of the institution, account holder's name and the last four digits of the account number.	Yes ☐ N/A ☐	Yes ☐ N/A ☐	Yes ☐ N/A ☐
Documents showing balance and/or value of all stocks, bonds, treasury bills, certificate of deposits, etc.	Yes ☐ N/A ☐	Yes ☐ N/A ☐	Yes ☐ N/A ☐
School transcripts for full time students over 19 years.	N/A ☐	N/A ☐	Yes ☐ N/A ☐
Legal separation agreement/stipulation of settlement or divorce decree.	Yes ☐ N/A ☐	Yes ☐ N/A ☐	N/A ☐



Permanent Residency ID Card.	Yes ☐ N/A ☐	Yes ☐ N/A ☐	Yes ☐ N/A ☐
Proof of Age.	Yes ☐	Yes ☐	Yes ☐
Market Analysis for all properties owned.	Yes ☐ N/A ☐	Yes ☐ N/A ☐	Yes ☐ N/A ☐
Documentation on balances for mortgages/lien on all properties owned.	Yes ☐ N/A ☐	Yes ☐ N/A ☐	Yes ☐ N/A ☐