



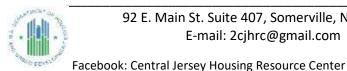
Jennifer Laterra, President

Sharon Clark, Executive Director

## PRE-PURCHASE COUNSELING DOCUMENT CHECKLIST

- Below is a list of documents that your counselor will need in advance of your in-person counseling appointment (you can drop it off, mail it or use another type of delivery service). We cannot print documents from emails.
- Please send everything that applies to you if it is not applicable, put N/A
- A key component of this counseling is to prepare a budget, as well as review your debt to income ratios. That's why it is so important to send the information below. A budget form will be sent to you; please fill in the "plan" column and the top income information.

- 1. Copy of at least one credit report from one of the 3 credit reporting agencies. These can be obtained at www.annualcreditreport.com or another service you use. Once enrolled in counseling, clients can opt to have CJHRC run a FREE soft pull tri-merge credit report which will provide credit scores from the 3 credit bureaus after completing an authorization form.
- 2. Copies of complete Tax returns of recent 3 years, both Federal 1040 (not W-2 forms) and State. If you cannot locate your federal tax return, you can get a transcript online (IRS.gov) or by calling 1-800-908-9946. If you did not file a tax return for any of the required years, a notarized letter is required.
- 3. Pay Stubs for all household members who will be listed on the mortgage (last consecutives 4 paystubs). If household members are not working, submit copies of unemployment compensation. If self-employed, a profit and loss statement is needed.
- 4. Any other source of income: Pension, Social Security, alimony, child support (copy of court decree), etc. (All separated applicants must provide a settlement agreement, divorce decree, or division of assets signed and notarized by both parties. Separated applicants purchasing affordable housing must provide a notarized release form from the spouse).



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- 5. Bank Statements (for the most previous & consecutives 2 months; ALL accounts)
- 6. Utility Bills (most recent water/sewage, gas/oil, electricity, telephone)
- 7. Car Loan Statement (most recent) if applicable
- 8. Car Insurance Statement (most recent)
- 9. Student loan statement if applicable
- 10. Credit Card Statements (most recent)
- 11. Cell Phone Statement (most recent)
- 12. Medical Expense Statement (most recent not covered by insurance) if applicable
- 13. School Tuition and/or Child Care Statement (most recent) if applicable

## IF YOU HAVE ALREADY SELECTED A HOME TO BUY, ALSO INCLUDE:

- 14. Pre-approval and/or loan estimate from a financial institution stating the amount you qualify to mortgage along with other details. Usually potential buyers cannot get an FHA loan if buying a State of NJ Very Low, Low and Moderate Income unit due to the deed restricted covenants.
- 15. Copy of the executed Contract of Sale. All parties (seller and purchaser) must have signed applicable sections of the contract.
- 16. Copy of the home inspection report.