



PRE-PURCHASE COUNSELING DOCUMENT CHECKLIST

- Below is a list of documents that you will need to bring to your counseling appointment.
- Please bring everything that does apply for you and another copy for our files.
- A key component of this counseling is to prepare a budget as well as review your debt to income ratios. That's why so important to bring the information below.
- Please complete the attached budget sheet PRIOR to your appointment.

1. **Pre approval** from a financial institution stating the amount you qualify to mortgage. You cannot use an FHA loan if buying a State of NJ Low and Moderate Income Unit.
2. Copy of the executed **Contract of Sale**. All parties (seller and purchaser) must have signed applicable sections of the contract must be completed and signed.
3. Copy of the **home inspection report**.
4. Copy of at least one **credit report** from one of the 3 credit reporting agencies. These can be obtained at www.annualcreditreport.com or www.creditkarma.com. If coming for in-person counseling CJHRC can get your authorization and will do a soft pull tri-merge credit report which will also provide all three credit scores.
5. 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 or calling to 1-800-908-9946. If you did not file a tax return for any of the required years, a notarized letter is required.
6. **Pay Stubs** for all household members who will be listed on mortgage (last 4 periods). If not working copies of **unemployment compensation**. If self-employed, need profit and loss statement.
7. Any other source of income: **Pension, Social Security, alimony, child support** (need 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).
8. Bank Statements (for the most previous 2 months checking and savings accounts)
9. Utility Bills (most recent water/sewage, gas/oil, electricity, telephone)
10. Car Loan Statement (most recent) – if applicable
11. Car Insurance Statement (most recent)
12. Student loan statement – if applicable
13. Credit Card Statements (most recent)
14. Cell Phone Statement (most recent)
15. Medical Expense Statement (most recent not covered by insurance) – if applicable
16. School Tuition and/or Child Care Statement (most recent) – if applicable

