



FTHB Document Checklist

PART I - Initial Qualification for FTHB

Applicant Name: _____

Current Address: _____

Documents Required for Qualification

- Mortgage pre-approval
- HUD Pre-purchase Counseling Certificate (8-hr course)
- Copy of current lease agreement
- Contract of Sale
- Completed City Application and backup documentation
- Social Security Cards for all household members
- Copy of driver's license. Birth certificates for members under the age of 18
- Divorce documents (if applicable)

Household Income

- Two (2) most recent Tax Transcripts www.irs.gov/individuals/get-transcript
- W-2 for last two (2) years
- Three (3) months of most recent paystubs
- Last six (6) months of bank statements
- Child Support or Alimony payments
- SSI
- Other forms of income (statements from credit union, 401k plans, etc.)

Yearly Income \$ _____

Household Size: _____

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- Application Complete
- Application Incomplete

PLEASE RETURN TO:
CITY OF PASSAIC - COMMUNITY DEVELOPMENT
330 PASSAIC STREET ROOM 203
PASSAIC, NJ 07055

FTHB Document Checklist

PART II Closing Documents

Lender Documents

- Loan Application - Form 1003 Uniform Residential Loan Application
- Loan Estimate from Lender with signed disclosures
- Credit Report for loan applicants
- Current Property Appraisal
- Flood Determination Form (FEMA Form 81-93)
- Housing Quality Standards (HQS) and Lead Based Paint Inspection form (Community Development will schedule the inspection)

Lender Closing Documents

- Certificate of Occupancy (CO) - must be received at closing
- Title Commitment - Schedule A, B, and C
- HUD-1 Settlement Statement - must be received at closing
- Affidavit - No previous homeownership - must be received at closing
- Closing Disclosure from Lender

FTHB Closing Documents

- Notice of Right of Rescission and Acknowledgement - City will provide form prior to closing
- Homebuyer Agreement - City will provide agreement prior to closing

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Closing Date: _____

FTHB IDIS Activity # _____