



City of Boulder Planning, Housing and Sustainability

Homeownership Program Recertification Check List

Complete copies of the following documents, if applicable to the household, must be submitted. The homeownership program is not able to return originals. Applicants may blacken out social security numbers and all but the last four numbers of accounts. Do not e-mail these documents as they contain confidential information. E-mail is not a secure way to send confidential information. If unable to send documents via secure link please contact the program for a secure upload folder. The list below contains internet links to additional information and forms. Applicants will need access to the internet to view this information. If an applicant does not have access to the internet, please contact us for assistance (303.441.3157).

Information needed from all applicants

- Loan application (also called [Form 1003](#)) from the applicant's lender issued within the most recent 30 days and typed by a lender based on a tri-merge credit report, and household's income and asset information. **Hand written forms are not accepted.** Recertifications will not be processed until this is received.
- Preapproval letter from the applicant's lender issued within the most recent 30 days.
- A letter from a 3rd party offering down payment assistance describing the exact amount and type of assistance if the household is receiving this assistance (e.g., personal gift, aid from another program). If it is a gift, the letter needs to indicate the amount, there is no expectation of repayment, and giver's relationship to the applicant. If this information was submitted with the last certification, and nothing has changed, an updated letter is not required.

Assets information needed from all applicants

Provide the most recent full statement for all assets, including the interest rate. Account information printed from online accounts portals is acceptable if it includes the account number, account holder's name, and a running balance with dates. Following is a list of the most common accounts which applicants need to include:

- Most recent six months of checking statements. Please label any deposits over \$50 that are not payroll deposits or account transfers. This is used to document no additional income ([sample](#)).
- Savings accounts
- Money Market accounts
- Health Saving Account - HSA.
- Trust fund
- Investment accounts
- Individual Retirement Accounts – IRA (quarterly statement is acceptable)
- 401k/403b retirement plans (quarterly statement is acceptable).
- Annuities (quarterly statement is acceptable)
- Life insurance
- If any household member is a trust beneficiary, provide a copy of the trust docs.

If employed by a company or organization (full- or part-time) – employment verification is required for every job a household member has.

- A completed [Verification of Employment Form](#); **or**
A letter from the employer, on letterhead, indicating applicant's annual gross wage, start date of employment, pay schedule, expected wage increases, and any overtime, bonuses, tips and/or commissions; **or**
If the applicants organization uses a third party verification service (The Work Number, InVerify, etc.) a completed [authorization from](#) giving the program approval to request the information.
- Copies of two months of the most recent pay stubs for each job. For applicants that are paid every two weeks this generally means we need five pay stubs. If commission income is earned, 6 months of paystub history are needed.
- If required to file personal taxes since the last certification, provide complete copies of the most recent federal tax returns ([list of tax documents to include](#)).
- If new w-2s have been received since the last certification, please provide copies.

CONTINUED ON NEXT PAGE



City of Boulder

Planning, Housing and Sustainability

If there is self-employment income (full- or part-time) Need help? Use the [“Guide for Self-Employed Applicants”](#)

- A year-to-date or six month profit/loss statement, whichever is longer ([sample](#)).
- A statement of projected profit/loss for the next 12 months and explanation of the projection rational ([sample](#)).
- If required to file business taxes since the last certification, provide complete copies of the most recent business federal income tax returns ([list of tax documents to include](#)).
- If new w-2s have been received since the last certification, please provide copies.
- Six months of the most recent business checking account statements (all pages).
- Most recent business savings account statements (all pages).

Other income sources

Verification of all other sources of income. This may include award letters and/or statements from some of the following:

- Social Security
 - Social Security Disability
 - Private disability insurance payments
 - Pension statements
 - Annuity statements
 - Gift income (letter from the gift giver with the estimated monthly amount, explanation that there is no expectation of repayment, and the gift giver’s relationship to the applicant)
 - Income from retirement
 - VA Benefits
 - Military pay
 - Unemployment compensation
 - Worker’s compensation
 - TANF
 - Child support
 - Alimony/Maintenance
 - Investment income
- If required to file personal taxes since the last certification, provide complete copies of the most recent federal tax returns ([list of tax documents to include](#)).
 - If new w-2s have been received since the last certification, please provide copies.

Real-estate: Current/past owner or under contract

- Most recent mortgage statement and appraisal of the property (or current County Assessor’s valuation statement) if any household member currently owns a home or other real property (e.g., vacant land, commercial property).
- Settlement statement or quit claim deed showing the legal termination of interest in the property AND the monetary consideration received if any household member had joint ownership in a property that terminated since the previous certification.

Out-of-pocket child care or medical expenses

Sometimes these expenses can be used to reduce income.

- If child care expenses are incurred in order to work please provide a copy of the [Verification of Child Care](#) Form completed by the care provider.
- If there are medical expenses greater than 3% of the household’s gross income please provide a copy of the [Verification of Medical Expense](#) Form completed by the care provider. Insurance premiums may not be included.

Disabled

- If permanently disabled, accommodation may be made in the recertification process or preference given in the fair selection process. If an accommodation has not already been requested this can be done by completing the [Disability Accommodation Verification Form](#).

Household changes

- Changes to household size: An explanation of the increase or decrease in household members.
- Change of contact information: Current residential address, phone number(s), and email.
- If a member of the household turned 18 since the last certification they are considered adults by the programs. They need to provide the [Immigration Affidavit](#), asset, income, tax records and other information requested above.