



NeighborhoodLIFT® Down Payment Assistance Program Required Documents Checklist

Please upload the following documentation for ALL borrowers to your account within 72 hours of selection. If you do not send in all required documents within 72 hours, your request to move forward in the NeighborhoodLIFT program will be cancelled and you will need to request funds again if/when funds become available.

Full Time, Part Time & Seasonal Income:

- 30 days' most recent and consecutive pay stubs with year-to-date information for all jobs worked by each borrower
- W-2s for all present and past employers over the previous 2 years
- 2 years tax returns with **all** forms, schedules and attachments including W-2s and 1099s
- Seasonally Employed - 1099 G for Unemployment Compensation

Self Employed Income:

- 2 Years tax returns with all forms, schedules and attachments including W-2s and 1099s
- Most recent year to date Profit & Loss Statement

Alimony/Separate Maintenance/Child Support Income:

- Copy of divorce decree, separate maintenance agreement or other legal agreement
- Proof of receipt outlining 6 months receipt and 3-year continuation

Retirement/Pension Income (including Social Security Retirement):

- Letter from the organization(s) providing income
- Copies of retirement or benefit award letters
- Copies of signed federal income tax returns including 1099R, 1099SSA forms, or proof of current receipt

Disability Income (including Social Security Disability, Supplemental Security Income (SSI) and VA Disability):

- Copy of disability policy or benefits statement from the benefits payer (insurance company, employer, SSA, VA or other qualified party)

**Note: All of the above are examples of documentation. Neighborhood Housing Services of Greater Berks reserves the right to request additional documentation or formal verification of employment prior to a customer being qualified/eligible for this benefit.*



Survivor Benefits (Including Social Security Retirement & Survivor Benefits):

- Copy of policy or benefits statement from the benefits payer (insurance company, employer, SSA, VA or other qualified party)

Public Assistance (Including Temporary Assistance for Needy Families (TANF), food stamps or other types of federal, state and local assistance):

- Letters or other documentation from the paying agency that state the amount, frequency, and duration of the benefit payments

Housing Choice Voucher (commonly known as Section 8 voucher):

- Letters or other documentation from the paying agency that state the amount, frequency, and duration of the benefit payments

Foster Care

- Documentation from foster care agency at least a one to two-year history of providing foster-care services

Housing/Parsonage Allowance

- Letters or other documentation from the paying entity that state the amount, frequency, and duration of the benefit payments

Interest/Dividend Income (that exceeds \$500 per year):

- Copies of most recent quarterly or 2 mos. Statements. Annual 1099INT and/or 1099DIV from payor

Trust Income

- Copy of the trust agreement or a trustee's statement confirming the amount, frequency, and duration of payments

Notes Receivable Income

- Provide a copy of the signed Note and proof of regular receipt of the income for the most recent 12 months

Mortgage Differential Payments

- Verification letter from the provider confirming the subsidy and stating the amount and duration of the payments

Royalty Payments

- Copy of the royalty contract, agreement, or statement confirming amount, frequency, and duration of the income

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