

**Home Ownership Outreach Program – (HOOP)  
Document Verification**

- \_\_\_\_\_ Mortgage Approval
- \_\_\_\_\_ Agreement of Sale/Addendum to Agreement of Sale
- \_\_\_\_\_ Loan Application/**Client Cell Number:** \_\_\_\_\_
- \_\_\_\_\_ Good Faith Estimate
- \_\_\_\_\_ Credit Report
- \_\_\_\_\_ Account statements for all installment debt
- \_\_\_\_\_ Account statements, award letters, and/or court documents for all other sources of income
- \_\_\_\_\_ Verification of Employment (VOE) **including over time & bonus**
- \_\_\_\_\_ Pay stubs for **all** working members of the Household for the past **two** months
- \_\_\_\_\_ Federal Income Tax Returns & **W-2** Forms for last **two** years
- \_\_\_\_\_ Bank statements for the past **three** months
- \_\_\_\_\_ **HOCP** certificate and/or pre-settlement class completion letter (**mandatory**)
- \_\_\_\_\_ Divorce decree and settlement papers
- \_\_\_\_\_ Rent Verification \_\_\_\_\_
- \_\_\_\_\_ **Appraisal \$**\_\_\_\_\_ **Tenant** \_\_\_\_\_ **Owner** \_\_\_\_\_ **Vacant** \_\_\_\_\_
- \_\_\_\_\_ Application Fee (**collected by NHS; please do not send check**)
- \_\_\_\_\_ Seller's Property Disclosure Statement
- \_\_\_\_\_ Lead Base Paint Handout (**by NHS**) \_\_\_\_\_ **Two** forms of ID
- \_\_\_\_\_ **Certificate of Occupancy** (Clear CO for any municipality that requires it)
- \_\_\_\_\_ Closing Info: phone: \_\_\_\_\_ fax: \_\_\_\_\_ Location: \_\_\_\_\_

Down Money \$\_\_\_\_\_ (send proof of check)

**Revised: 4/14/2010**

**We Do Not Do FHA**

