

CAPITAL AREA HOUSING PARTNERSHIP
POST-PURCHASE COUNSELING CHECKLIST
THIS INFORMATION IS NECESSARY FOR SERVICE
PLEASE EMAIL TO LEIGHANNA@CAPITALAREAHOUSING.ORG
OR BRING TO FIRST APPOINTMENT:

HOME & MORTGAGE DOCUMENTATION

- 1. CLOSING DOCUMENTS FOR LOAN(S)
- 2. MONTHLY STATEMENT FOR LOAN(S)
- 3. ALL LETTERS FROM THE MORTGAGE COMPANY
- 4. PROPERTY TAX BILLS (1 YEAR)
- 5. HOME INSURANCE DECLARATION PAGE
- 6. COPY OF HOME INSPECTION REPORT (if applicable)

INCOME DOCUMENTATION FOR ALL ADULTS (OVER 18) IN THE HOUSEHOLD

- 1. THIRTY (30) DAYS OF CHECK STUBS/RETIREMENT
- 2. SOCIAL SECURITY VERIFICATION LETTER(S)
- 3. 1 YEARS TAX RETURNS (signed)
- 4. 1 YEARS W-2'S AND 1099'S
- 5. PROFIT & LOSS STATEMENT FOR SELF-EMPLOYED
- 6. UNEMPLOYMENT VERIFICATION (from MESC, if applicable)
- 7. FOOD STAMP AWARD LETTER & TRANSACTION STATEMENT

BUDGET

- 1. A COMPLETE LIST OF MONTHLY BILLS
- 2. COPIES OF ALL MONTHLY BILLS (Most Recent Month's Utility, Phone, Cable, etc.)
- 3. BANK STATEMENTS (most recent 2 months, w/ letterhead)
- 4. HOME REPAIR RECEIPTS, INVOICES, OR QUOTES

LEGAL AND IDENTIFICATION

- 1. SOCIAL SECURITY # FOR ALL ADULTS (OVER 18) IN THE HOUSEHOLD
- 2. DIVORCE DECREE (if applicable)
- 3. BANKRUPTCY DOCUMENTS (if applicable)

QUESTIONS: 517.332.4663

CAHP 10/2019