

All applicants will be required to provide the following documentation below for the applicant and co-applicant, as applicable. If you cannot provide this information, we will be unable to process your request for assistance:

1. Proof of Identification for Applicant and other household members age 18+

- Valid & Current Driver's License or State Identification

2. Proof that Co-Applicant Resides at the property, by providing one of the following documents, as applicable

- Co-Applicant is listed on Mortgage Statement
- Valid & Current Driver's License or State Identification with address of the property
- Co-Applicant Unemployment Determination Letter with address of the property
- Co-Applicant current paystub with address of the property
- Current Utility Bill in the Co-applicants name with the address of the property

3. Proof of Qualifying COVID-19 Impact by providing one of the following documents

- Unemployment Determination Letter or Weekly Payment History Log, showing Federal Pandemic Unemployment was received
- Dated Layoff or furlough notice stating layoff/furlough (e.g. Dated letter from employer) and paystub listing the name of the business and applicant/co-applicant on it immediately prior to layoff/furlough
- Dated termination of job notice (e.g. Dated letter from employer) and paystub listing the name of the business and applicant/co-applicant name on it immediately prior to termination
- Dated notice from employer of reduction in workforce by business stating reduction (e.g. Dated letter from employer) and paystub listing the name of the business and applicant/co-applicant name on it immediately prior to reduction of workforce
- Proof of reduction in straight time hours (reduction in overtime is not allowable). (e.g. Dated notice from employer of reduction or one pay stub from pre-COVID and one pay stub from COVID-19 Impact)
- Dated documentation that employer office/place of business has closed (e.g. Dated Notice to Employees, Business Website shows closure or newspaper article) and a paystub listing the name of the business and applicant/co-applicant name on it immediately prior to closure
- Self-Employed: Must show loss of income for the business and self. This can be done by providing the 2019 tax return and the 2020 tax return or providing profit and loss statements from January 2020 to December 2020
- If third-party documentation is not available, Self-certification of Qualifying COVID-19 Impact form must be completed and notarized.

4. Provide March 2020 and most recent Mortgage Statement in the name of the applicant with contact information for the mortgage company/lender. W9 of form 1098 provided by Lender.