



Ownership Application Checklist

“Required documents for anyone selected in an ownership drawing”

- ☐ Two years of complete tax returns and matching W-2s. -must provide the most recent 2 years, currently 2023 & 2024.
- ☐ Full Credit Report with Credit Score - a complete credit report and credit score (must include all accounts along with credit score) for all adults dated within the past year from a local lender, or CreditKarma.com, or AnnualCreditReport.com.
- ☐ Home Buyer Education Certificate – a copy of the Homebuyer Education Course Certificate must be provided or on file with the Housing Department. The course can be found at [this link](#).
- ☐ Account Statements - copies of three (3) months of your most recent statements from all checking, savings, CDs, investment accounts, etc. These can be printed from the web.
- ☐ Birth Certificate - must submit a copy of a birth certificate for any child under the age of 1 and for minor children who are not dependents showing on your tax returns.
- ☐ Divorce Decree and/or Stipulation Agreement
- ☐ Proof of Citizenship – Must provide one of the following: a copy of your birth certificate, passport, Green Card (the physical card must be shown), or proof of DACA status.
- ☐ For DACA recipients- USCIS DACA Approval Notice (Form I-797), current valid Employment Authorization Document (“EAD”), and verification of a valid Social Security Number.

The Housing Department may request other documentation on a case-by-case basis.