



CASE NUMBER # \_\_  
(office use only)

**CITY OF PASSAIC – COMMUNITY DEVELOPMENT  
330 PASSAIC STREET, PASSAIC, NJ 07055  
FIRST TIME HOMEBUYER PROGRAM**

**DOCUMENT CHECKLIST**

NAME:

Current address:

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***Part 1. - Copies Acceptable - Documents required at the time of Submission of Application for Qualification to the Program***

- Homeownership Education Certificate – go [www.hud.gov/offices/hsg/sfh/hcc/hcs.cfm](http://www.hud.gov/offices/hsg/sfh/hcc/hcs.cfm) for a list of HUD Approved housing counseling agencies.
  
- City Application and program information
  - a) Residency requirements  Must be City of Passaic resident
  - b) Yearly Income  \$ \_\_\_\_\_
  - c) Household Size  \_\_\_\_\_
  
- Social Security Cards for all household members & copies of Drivers License if child is over 18 yrs provide information if attending college
  
- Income
  - Two years of income tax return –
  - Previous year W-2
  - Up-to-date pay stubs (at least 6 consecutive weeks)
  - Last three (3) months of bank statements –
  - Child Support or Alimony payments
  - SSI
  - Other updated statements for your credit union, 401k plans, etc..
  
- Total Family Income Worksheet – (City completes form from HUD website – income qualification)

**Part 2 – Once applicant qualifies for the program (income qualification, residency requirements and documents on first list are submitted. The following documents are required for the approval process to start.**

- Loan Application (Form 1003 – Uniform Residential Loan Application) final typed
- Good Faith Estimate (GFE) from Lender (include signed disclosures)
- Verification of Rent (cannot be provided from the Credit Report)
- Credit Report – copy for all applicants
- Contract of Sale (fully executed – legible with no cross-outs)
- URA Notice (City sends out if applicable)
- Current Property Appraisal
- Flood Determination Form (FEMA Form 81-93)
- Housing Quality Standards and Lead Based-Paint Inspection Form (City inspection is done)

**Documents required at Closing of Property after approval process.**

- Certificate of Occupancy (Must be received at closing)
- Title Commitment (Schedules A, B, and C)
- HUD-I Settlement Statement (Must be received at closing)
- Divorce documents (if applicable)
- Affidavit – No Previous Homeownership (Must be received at closing)

**The following documents – originals will be required**

- Loan Commitment (from Lender)
- Notice of Right of Rescission and Acknowledgement (City provides form before closing)
- Homebuyer Agreement (City provides agreement prior to closing)

