



**4800 THIRD STREET AFFORDABLE CONDOS
CHECKLIST: Second Round**

Required Documentation for ALL adult household members, regardless of employment status.

If unable to provide any required attachment, please provide an explanation on a separate sheet.

If you have questions about the checklist, please contact SFHDC.

-Include ALL pages of ALL documents, no matter how insignificant.
-Please submit copies, not the original documents.

- Completed Application (only ONE application per household, signed by ALL adult applicants)**
- Copy of one of the following: CA Driver’s license, CA ID card or Passport**
- Copy of Social Security card**
- Pay Stubs:** most recent two (2) months (include all sources of income: child support, retirement, etc.)
If Self-Employed: Year to Date Profit & Loss Statement and 3 years most recent
- Tax returns and W-2s : most recent three (3) years, signed.**
If you do not have copies of your taxes, you may also submit a signed Form 4506-T. Please request the form from SFHDC.
- Bank Statements** (checking, savings, credit union, CD accounts, etc.): most recent three (3) statements,
ALL accounts, ALL pages
- Financial Statements** (stocks, bonds, mutual funds, investment accounts, IRA and/or 401K statements, etc.):
most recent three (3) statements, **ALL accounts, ALL pages**
- Housing Counseling Certificate** from an SFRA approved agency (2 years current preceding date of application)
 - Complete an Intake Form to sign up for SFHDC’s First Time Homebuyer Workshop
 - Or go to www.sfraaffordablehousing.org to obtain contact info for all San Francisco Homebuyer Counseling Organizations
- Verification of Preference:** (if you believe you qualify for a Preference, include the appropriate documentation)
 - Agency Certificate of Preference: provide name of Certificate Holder & copy of Certificate
 - Public Housing or Rent Burdened: provide Housing Authority documentation and/or lease
 - SF Residency: most recent utility bill or lease
 - SF Worker: if pay stub doesn’t show address, provide letter from employer

(Note: additional documentation may be requested to verify your selected Preference.)
- Prequalification Letter:** 30-year fixed rate mortgage from your Lender (specific to the unit(s) for which you are applying – should indicate address and/or purchase price)