

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