

HomeSaver



A Hardest Hit Fund Initiative
District of Columbia Housing Finance Agency

Submission Checklist

Forms automatically printed from online application – Sign and Date documents with counselor

- Housing Intake Form (Verify Information is accurate with counselor)
- Financial Worksheet (Verify Information is accurate with counselor)
- Third Party Authorization
- Agency Privacy Policy
- Eligibility Criteria
- Dodd-Frank Certification
- Hardship Letter

Supporting documentation you need to provide – For all Property Owners

- Action Plan (to be created by housing counselor)
- Copy of Property Deed
- Certificate of satisfaction or release for properties with no mortgage
- Most Recent nonretirement asset account statements (Checking/Savings/Mutual Funds)
- Most Recent mortgage statement - Any/All mortgages
- 30 days' worth of paystubs from all household members
- Awards Letter/Statement for Social Security, Disability and/or Retirement/Pension Income for all household members
- Most recent Federal Tax Returns or tax transcript
- Most recent W2 and/or 1099-R forms, as applicable
- Most recent Property Tax Bill/Tax Sale Notice/Notice of Tax Sale Foreclosure
- Supporting Documentation for Hardship (Federal Tax Return or transcript for pre-hardship if hardship is related to loss of income)
- Copy of homeowner's insurance declaration pages to include premium amount