

Palm Beach County Department of Housing and Economic Development (HED)
Mortgage and Housing Investments (MHI)

PURCHASE ASSISTANCE PROGRAM APPLICATION REQUIRED DOCUMENTS

- Mandatory Orientation Certificate from the County (**Mandatory**)
- Copy of Pre-Approval Letter from a First Mortgage Lender (**Mandatory**)
- Copy of valid Drivers' License or State Identification for **ALL** adult household members
- Copy of U.S. Birth Certificates or valid U.S. Passport or Naturalization Certificate for all household members. For all Non-U.S. Citizen household members provide a copy of a valid Permanent Resident Card
- Copy of current Verification of Employment (VOE) completed and signed by employer within 30 days of submission of application (**Preferred**) (**OR**) copy of most recent paycheck stub for **ALL** working adult household members
- Copy of most recent Social Security, Retirement and/or Disability Award Letter for **ALL** household members
- If an adult student is employed – copy of current class schedule
- If unemployed, a copy of unemployment benefits statement (**OR**) a completed Unemployment Affidavit for **ALL** household members
- Wage Earner Statement from Social Security Administration for **ALL unemployed** adult household members
- If self-employed provide a completed YTD Profit and Loss (P & L) Statement for **ALL** adult household members **AND** most recent three (3) years of tax returns (signed and dated) as submitted to the IRS (**OR**) current 1099 Income earner **AND** most recent three (3) years of tax returns (signed and dated) as submitted to the IRS
- Court ordered child support documentation and/or proof from Palm Beach County Clerk and Comptroller's Office that there is/are no child support case(s) or award(s); and ALL appropriate legal documentation for adoption, divorce, battered spouse & restraining order
- Completed Verification of Deposit (VOD) (**Preferred**) for ALL current accounts (checking, savings, CD, IRA, Investment, Retirement) for all adult household members (**OR**) copy of most recent bank statements
- Most recent two (2) years of tax returns (signed and dated) as submitted to the IRS and W2s/1099s
- Certificate of Completion for Homebuyer Education from a HUD Certified Counseling Agency or Neighborworks America (**OR**) Documentation of an upcoming scheduled appointment
- County's Eight (8) Hour Homebuyer Education Counseling Certification form completed by the Counseling Agency's Instructor