

## **DOCUMENTS NEEDED FOR QUALIFYING APPLICATION**

1. A copy of ALL **PAY STUBS** the applicant or any household member has received in the last 60 days.
2. A copy of any documents that would show **OTHER SOURCES OF INCOME**, such as unemployment benefits, Social Security, VA benefits, food stamps, etc.
3. If the applicant or a household member is self-employed, please bring a **PROFIT AND LOSS STATEMENT** for the last 6 months.
4. Copies of all state, federal, and business **TAX RETURNS** for the last 2 years (if the applicant or a household member has not filed in the last 2 years, please bring the last return filed with the IRS). If you do not have a copy of your taxes, you can get a transcript from the IRS by calling: 1(800)908-9946 or by visiting [www.irs.gov/individuals/get-transcript](http://www.irs.gov/individuals/get-transcript).
5. Copies of the applicant's and other household member's **W-2's and/or 1099's** for the last two years.
6. Copy of the fully completed loan application from the lender the applicant has chosen to finance the purchase of the house.
7. Copy of the loan qualification letter from the lender.

**(PLEASE NOTE:** The documents must be submitted to: City of Loveland, Community Partnership Office (CPO), 500 East Third Street Ste 210, Loveland, CO 80537. Please do not email personal documents.)