

## PP DOCUMENTS CHECKLIST

1. **Program Disclosure Forms (Signed & Dated)** <https://adobe.ly/46mCnZd>
2. **Intake** Complete at this link <https://bit.ly/gonwintake> . Where it asks "Initial case type? choose "Education".
3. **Most recent pay stubs – (4)** consecutive pay stubs for all borrowers and adult household members moving to new home.
4. **Proof of all other sources of income** for borrowers/household members (SSI, SSDI, child support, rental income etc.) Most recent court order, benefit verification, award letter, lease and mtg. stmt. for other homes rented for income.
5. **Court Orders** – Final Divorce Decree, Alimony, and Child Support, if applicable.
6. **Two (2) months of recent bank statement** – from all savings, checking and/or retirement/ira accounts, all pages, front and back, (personal and business). Transaction history is not acceptable.
7. **Federal Tax Returns (1040)** – signed tax returns for the last two years (personal and business) with all schedules with **all W2s and/or 1099s**
8. **Self-employed borrowers** – 2 years tax returns and most recent quarterly or year-to-date Profit & Loss Statement. Statement must be signed and dated.
9. **Current Lease**
10. **Most recent utility bill** – at least one gas, electric, or cable bill.
11. **Copy of Drivers License or State ID needed for Baltimore City homebuying incentive programs.**
12. **Bankruptcy discharge notice** – if applicable.
13. **Pre-Approval Letter and Fee Worksheet.** - if you are already working with a lender.
14. **Tri-Merged Credit Report** Your lender may be able to provide this. If not visit <https://www.rootedapp.org/> to securely pull your credit. Choose Go Northwest as your Organization when prompted. The cost is \$29.00. No appointment will be scheduled without a tri-merged credit report. We cannot use consumer credit reports.

**All documents must be in a readable format. No Pictures, JPEGs, or Screenshots**

**To convert pictures of docs to jpegs using your phone, download a free scanner app such as Adobe Scan.**

**Please fax documents to 410.947.0087 or**

**upload to <https://www.dropbox.com/request/lcZI57apVrgP6pJgmpba>**