

Homebuyer Program Required Documentation

The Appleton Housing Authority is required to verify all sources of income, and the value of all assets for **each adult person** living in a household regardless of who will be listed on the primary loan. You will be asked to provide all of the following documents or statements that are pertinent.

- Copy of your most recent tax return and W2
- Copy of 2 months' of pay stubs or current Verification of Employment (VOE)
- Copy child support payment statement
- Social Security awards letter
- Copy of your most recent bank statement for every savings and checking account
- Copy of your most recent statement from all life insurance policies that have a cash value.
- Copy of your most recent 401K, Pension, Keogh or IRA (Individual Retirement Account) statement.
- Copy of your most recent statement for any stocks, bonds, Treasury Bills, CD's (certificate of Deposit), mutual funds, or money market accounts.
- Copy of the insurance policy showing the insured value of any antiques, jewelry, art work, antique or vintage vehicles owned by a household member.
- Copy of your most recent statement for any account not listed above that a household member has access to and contains a balance of funds.
- If you or any household member owns or is part owner in any vacation or recreational property you must speak with the Homebuyer Program Manager.

To apply for the program, you must undergo income eligibility verification, submit an application and sign required documentation. To schedule this income and asset verification appointment please contact Homebuyer Program Manager at NicoleL@appletonhousing.org or 920-739-6811 ext. 111.

Appointments are available by appointment only during Appleton Housing Authority's normal business hours: Mondays-Thursdays 8AM-4PM and Fridays from 7:30AM-3:30PM.