

City of San Carlos Down Payment Assistance Loan (DAL) Program

DOCUMENTATION CHECKLIST

ALL OF THE INFORMATION AND DOCUMENTATION SPECIFIED BELOW MUST BE SUBMITTED WITH YOUR LOAN APPLICATION. Mark any item(s) that do not apply "N/A". Please give a written explanation for any required item that you cannot provide and tell us when you will be able to furnish it.

INCOMPLETE APPLICATIONS AND/OR APPLICATIONS SUBMITTED WITHOUT ALL PERTINENT DOCUMENTATION WILL BE RETURNED. You will be notified of any additional information needed and you will be given a date by which you must respond. Please reply to such requests by the date indicated on the notification in order to avoid processing delays or denial of your application.

- FEDERAL INCOME TAX RETURNS: Provide *signed* copies of FEDERAL income tax returns for the past 3 years. Include all schedules and W2s. (Please, NO state returns). Computer Prepared Summaries ARE NOT acceptable.
- GROSS INCOME FOR EACH HOUSEHOLD MEMBER: Provide copies of current payroll vouchers that cover at least one full month's earnings history (vouchers should show year to date earnings). Income of all household members over the age of 18 must be disclosed, except those who are full-time students. (School transcripts must be provided to substantiate full-time status.)
- IF SELF EMPLOYED: Provide a current profit and loss statement and last two years' 1120s if a corporation; and 1065s if a partnership. Include K-1s in either case.
- IF UNEMPLOYED: Provide documentation showing amount of monthly unemployment benefits and submit a printout from the Employment Development Department (EDD), showing the last six months of benefits.
- OTHER INCOME: Provide statements showing any other source(s) of income, i.e., interest, dividend, bonuses, rental income, etc.
- SPOUSAL / CHILD SUPPORT PAYMENTS: Provide a copy of the interlocutory decree showing payment amount(s).
- ACCOUNT VERIFICATION: Provide copies of most recent account statements for Checking, Savings, Money Market, Profit Sharing Plan, IRA/401K Plans, PERS or other retirement plans showing balances, interest rate, etc.
- SOURCE OF DOWN PAYMENT AND CLOSING COSTS: State the source(s) of funds for your down payment and closing costs. If the source of funds for your down payment and/or closing costs will be a "gift" from a friend or relative, a "gift letter" from the grantor is required. The letter must state that the money is a gift and requires no repayment, and must be signed by the grantor.
- STOCKS AND BONDS (INCLUDING SAVINGS BONDS): If you have stocks and bonds you must provide a copy of most recent brokerage statement(s) fully documenting your positions and balances.
- PROOF OF RESIDENCY OR EMPLOYMENT: Provide documents showing that you either live or work in the City of San Carlos; a copy of your most recent utility bill, telephone bill or other similar documents that show your name and address; a copy of your lease/rental agreement; or a letter from your San Carlos employer confirming your employment.

All information can be verified from copies of your documents. **Please do not send original documents - provide clean readable copies only.**

If you have any questions about any part of the loan process or need assistance, please call San Mateo County Housing & Community Development at (650) 802-5033.

Mail complete application packages to Scott Coe, San Mateo County, Housing and Community Development, 262 Harbor Blvd., Bldg. A, Belmont, CA 94002. If you would like to hand deliver your application, office hours are 8am to 5pm Monday thru Friday.