

HOME PROGRAM INFORMATION SHEET

Required Documentation: Please note that the following items must be provided in order for your application to be processed.

1. Applicants must provide copies of federal tax returns for the last three (3) years: After January 1, 2016 - **FY2015, 2014 and 2013** along with W-2's, all schedules filed (i.e. A, B, C as applicable), 1099's, or any other forms provided to the IRS with the 1040. If you do not file a federal tax return contact the Community Development for additional information.
2. Applicants must also provide statements of current income such as pay stubs, interest/dividend earnings, pensions, social security, business profit/loss and lottery winnings. Known increases in income **must** be disclosed if the increase will occur in the coming twelve (12) month period.
3. Applicants who are separated or divorced **must** provide a copy of a court filed separation agreement or divorce decree.
4. Do not forget to schedule credit counseling as soon as you have loan approval from the bank. The number to call is in the blue folder provided to you by your lender.
5. Tenants **cannot** be asked to move from a property as a result of its sale through the Lakewood HOME Program. Make sure that the home you will be purchasing has a unit that is either owner occupied or vacant.
6. Finally, make sure that you or your Realtor informs the Seller that **three** City inspections are required. **The Division of Community Development (216-529-4663) will schedule all inspections:**
 - a. **Visual paint assessment** – Whole house, interior and exterior
 - b. **Dye Test** – To verify that the property's sewer lines meet City and EPA standards
 - c. **Certificate of Occupancy Inspection** – The final required inspection by the Division of Housing and Building (\$50 fee for single and two family properties and a \$75 fee for condominiums).
7. Please refer all questions to the Division of Community Development at 216-529-4663.