

Homebuyer Checklist

Step One: Application and Eligibility

- Review Orientation Materials on HRB Website (www.housingresourcesbi.org)
- Review Eligibility Sheet and Application (Income and Assets are within guidelines?)
- Review Ground Lease Basics
- Complete and sign application
- Included copies of income information (pay stubs, award letters, etc..)
- Completed Homebuyer Education Class and provided Certificate from class (www.wshfc.org)
- Application and credit check fee paid to HRB (\$50 total)
- Met with Homeownership Staff
- Added to waitlist
- Complete Information Update Sheet (if household income changes while on waiting list)

Step Two: House is available

When a house becomes available, those on the waiting list will be notified. The interested party that provides the items listed below and receives preapproval from a participating lender first, will be considered first in line for that home.

Submitted Updated Income Information:

- 1 copy of Federal Tax Returns from each of the past three years.
- Copies of paychecks or pay stubs for the last 4 weeks.
- If you receive social security, SSI, Retirement Funds, pensions or annuities, attach the most recent award or benefit letter for each.
- If you receive alimony or child support, please attach 1 copy of the divorce decree and/or evidence of award amount.
- If self-employed, indicate so; list name of business and gross income. Be sure to include the Schedule C with your Tax Return copies.

Submitted the following Asset Information:

- Copies of bank statements for all checking accounts for the last 6 months
- Copies of bank statements for all savings accounts for the most recent month.
- Copies of the last year end statements for any investment accounts (including retirement accounts)

- Applied for Mortgage with Lender and received pre-approval
- Provided copy of preapproval letter
- Signed Commitment Agreement
- Commitment fee paid to HRB (\$200)

Step Three: Purchase Process

- Signed Purchase and Sale Agreement
- Reviewed Ground Lease
- Reviewed CC&R's
- Reviewed all Homeowner Program Policies and Procedures
- Attended HOA meeting
- Met with a Homeowner
- Worked with lender to determine closing costs and any other funds required to close.
- Sign documents with Pacific Northwest Title
- Documents Record at Kitsap County

Congratulations! You are a homeowner!