

## **Home Purchase Application Instructions**

There are seven forms you will need to complete for the home purchase program:

- 1) HomeStretch Home Purchase Application
- 2) MSHDA Authorization for Release of Information and Privacy Act Notice
- 3) MSHDA Family Composition
- 4) MSHDA Checklist for Homebuyer Program
- 5) MSHDA Income Verification Cover Sheet
- 6) MSHDA Verification of Earnings
- 7) MSHDA Verification of Resources

Please see additional instructions below for completing each form and call HomeStretch with any questions. *All signatures **must be dated on the same day or on a later date than the MSHDA Checklist form (item #4 above).***

### **1) HomeStretch Home Purchase Application**

All persons who will be living in the home must be listed. All adults (ages 18 or older) must sign the application however a signature is *not* required for a son or daughter who is 18 and still attending high school.

### **2) MSHDA Authorization for Release of Information and Privacy Act Notice**

All adults in the household must sign the MSHDA Authorization for Release of Information and Privacy Act Notice. They must also enter their Social Security number on the form and date of their signature.

### **3) MSHDA Family Composition**

This form must be signed by the head of the household.

### **4) MSHDA Checklist for Homebuyer Program**

**Each adult** in the household must complete a MSHDA Checklist. This is a critical document and all other forms and verifications must be dated on the same or later date as this Checklist. If there are any “Yes” answers on the Checklist, provide verification, such as copies of bank statements, proof of pension, Social Security, other types of support, pay stubs, etc.

### **5) MSHDA Income Verification Cover Sheet**

Each adult with income, living in the household must also complete and sign the Income Verification Cover Sheet 1040 and attach a copy of the most recently filed 1040 (Income Tax Return) form and other documents listed on the form.

### **6) MSHDA Verification of Earnings**

**ONLY fill out the top section, Section A** of the MSHDA Verification of Earnings form and sign on the appropriate line. You will need a separate form for each person in your household that is currently employed. If you or another adult have more than one job, you will need a form for each employer.

The balance of the form is to be completed by your employer and it **must** be sent directly *from* HomeStretch to them. So please be sure to provide us with a fax number and contact name so we can send them the form. Upon completion, it must then be sent directly from the employer back to HomeStretch. This is all per MSHDA regulations and

it will not be accepted any other way. You may wish to alert your employer that the form will be coming and ask them to complete and return it promptly.

**7) MSHDA Verification of Resources**

**ONLY fill out the top section, Section A** of the MSHDA Verification of Resources form and sign on the appropriate line. We need a separate form for each bank or financial institution where a household member has an account.

The balance of the form is to be completed by your financial institution and it **must** be sent directly *from* HomeStretch to them. So please be sure to provide us with a fax number and contact name so we can send them the form. Upon completion, it must then be sent directly from the financial institution back to HomeStretch. This is all per MSHDA regulations and it will not be accepted any other way.

If you have income from another source, such as child support or Social Security, please send verification. You may send a copy of your most recent award letters, copies of checks, etc. All income of these types must be reported and verified, even income of children living with you.

If you have been pre-approved for a mortgage, please send a copy of your approval letter.

Once you have all the necessary paperwork fully completed, mail, fax or bring them to the HomeStretch office. Please do not send an incomplete application package as we cannot make a determination of eligibility until we have a complete application package.

Our mailing address is: HomeStretch  
3104 Logan Valley Road, Suite 300  
Traverse City, MI 49684

Our fax number is: 231-947-6258

If you have questions regarding the application process, please call Kevin Cranson, Development Manager at 947-6001, or e-mail to [kevin@homestretchhousing.org](mailto:kevin@homestretchhousing.org).