



## RE-SALE of AFFORDABLE UNITS QUALIFICATION DOCUMENTS

To be approved to purchase a resale affordable home through a City of Chicago homebuyer program or assume a lien on favor of the City, the Department of Housing must receive the following documents:

- Original City of Chicago Home Buyer Application (filled out).
- If ASSUMPTION OF LIEN or Sale by Trustee: Copy of Death Certificate of the original owner(s) | Copy of Probate Court's Order Declaring Heirship.
- Mortgage pre-approval / Commitment Letter or 1<sup>st</sup> lender's assumption approval letter.
- Copy of Driver's License or State ID for program applicant(s)
- Affidavit of Child Support Compliance.
- Proof of Income:

*Proof of HOUSHOLD INCOME must be provided. Income of for all household members 18 years of age or older must be included. Third party verification may be necessary in cases where income is not documented. All the following documents must be provided with the application:*

- Last three (3) paystubs (most recent).
  - Last two years' (most recent two) Federal Income Tax Returns signed and complete with all schedules.
  - Last two years' (most recent) W2s and/or earning statements for all income.
  - Documented proof of all other forms of income FOR ALL HOUSEHOLD MEMBERS OVER 18 YEARS OF AGE including child support.
  - Proof of Dissolution of Marriage or Legal Separation (if applicable)
- Homebuyer Training Certificates & Condo Training Certification (if applicable) see list of approved housing counseling agencies attached).

**Please Note:** Additional documentation may be requested to determine eligibility. Eligibility approval is subject to withdrawal if there is any change in your financial status or information provided in your application, or if any material facts may appear which were not previously disclosed.

The City of Chicago requires past due debts, such as parking tickets, or water bills, be paid in full before benefits of the program will be provided.