

**Hillsborough County
FTHB Program File Checklist**

Case #: _____

Buyer: _____

Documentation	Received	Comments
HC Application		
Two Forms of Identification (SS+State ID,DMV, etc)		
Authorization for Release of Information		
Certification of Income/Assets		
Verification of Deposit		
SHIP Resident Income Certification		
Income Verification – Employment (VOE)		
Income Verification – Other (Pension, SS, SSI, etc)		
Income Verification – Self- Employment		2 Years business tax returns
Income Tax Returns		W-2's, 2 Years all schedules
Rent Verification		
Credit Report		
Bank Statements		6 most recent months
Divorce Decree		
Child Support Documentation/Verification		Last 12 months
Pay Stubs		2 most recent months
Unemployment Affidavit		
Purchase Contract		
Purchase Contract Addendum		
Copy of Cancelled Earnest Money Deposit Check		
Uniform Residential Loan App. (1003)		
Appraisal		
Good Faith Estimate		
Certificate of Occupancy or Completion		
FTHB Certification of Education		
HOME Environmental Review/Lead Inspection		
Lender Approval Letter		
Initial Home Inspection/Final Home Inspection		
Model Energy Code – New Construction		