Neighborhood Housing Services ● Homeownership Center
307 West 36th Street ● 12th Floor ● New York, NY 10018
Tel: 718-730-7610 ● Fax: 718-230-0032

Dear First Time Homebuyer,

Thank you for expressing interest in our programs. In order to better assist you with the purchase of your first home we will you need to complete the Intake Form enclosed with this letter. After the form has been completed kindly mail or bring it in the intake from with the supporting documents to the address listed below. Upon receiving your intake form we will review the information as well as pull your credit report so that we may call you for an appointment. When we meet with you we will explain your obstacles as well as possible solutions to you becoming a home owner. When returning the documents please do not forget to sign and date the last sheet of the intake form along with a $75.00 dollar money order to process your information. We can only accept a money order as form of payment at this time.

PERSONAL INFORMATION

- Copies of w-2 forms for the last two years
- Copies of Tax Returns
- If self-employed: Tax returns for the last two years. PLUS Year to Date Profit & Loss Statement & Balance Sheet, signed by Accountant and borrower.
- Copies of most recent pay stubs (2 months)
- Copy of Divorce Decree, if applicable
- Income form Alimony and/child support if used as income (12 month)
- Driver License (FHA)
- Social Security Card

ASSETS

- Checking/Savings-Bank Statements (3 month)
- Money Market Funds/Annuity Account/IRA Accounts (3 month)
- Retirement or savings plans (quarterly statement)
- Copy of Judgments or Liens in the last 10 years
- Real Estate Owned-Copy of Deed/Lease/Sales Contract

Neighborhood Housing Services
306 West 37th Street, 12th fl.
New York, New York 10018
Monday-Friday 9am-5pm
718-230-7610