



Neighborhood Housing Services of New York ,City,Inc.  
307 West 36<sup>th</sup> Street,12<sup>th</sup> Floor . New York, NY 10018  
Tel : 212-519-2500 . Fax 646-383-9300

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, you will need to complete the intake form attached with this letter. After the form has been completed, kindly mail the form along with your supporting documents to the address listed above or efax to 646-383-9300. Upon receipt of your documents, a financial assessment will be completed before an appointment is scheduled to discuss any obstacles and solutions to becoming a homeowner. In addition, our counseling fee is **\$75.00** dollars, which should be in the form of a money order and paid at the time of the scheduled appointment.

#### Document Checklist

- Copies of W2 forms for the last two years
- Most current 2 years of tax returns
- If self –employed: Tax returns for the last two years and year-to-date Profit and Loss Statement signed by borrower
- Three months of most recent pay stubs
- Social Security award letter, if applicable
- Pension award letter - if applicable
- Copy of sales contract – if applicable
- Copy of divorce decree - if applicable
- Copy of Drivers License
- Copy of Social Security Card

#### Assests

- Three months of Bank Statements
- Most current statement of Retirement or savings plans
- Most current statement of 401(k) plan