

# ECLT APPLICATION REQUIRED DOCUMENTS

You will be required to upload the following documents to complete and submit your application for the Elevation CLT Affordable Homeownership program. If any of your documents are in paper form, please scan and upload a digital copy of the form to your application. We recommend you locate and prepare all of your required documentation before beginning your application.

## **PAY STUBS FOR W2 EMPLOYEES**

The most recent 2 months of pay stubs for any employment. Depending on how often you get paid, this may be 2, 3, or 4 statements.

## **SELF-EMPLOYED INCOME**

For self-employed individuals, submitted documentation must include: a) Statement of YTD Income for Self-employment and b) Statement of Anticipated Income for Self-Employment. If your employer requires we log into an online system to verify your employment, please include all the necessary information on the VOE form and submit this as your required document.

## **FEDERAL TAX RETURNS**

If you are a W-2 employee, submit the most recent 2 years of tax returns. If you are self-employed, submit the most recent 3 years tax returns. If you are submitting an application after May 1st, you will need to include the current year tax returns as your most recent year.

## **FEDERAL TAX RETURNS**

Copies of all W2s, 1099s, etc. for the corresponding years of your tax returns.

## **VERIFICATION OF EMPLOYMENT FOR W2 EMPLOYEES**

[Click here for a VOE form](#) to provide to your employer. Alternatively, the employer may provide a letter on company letterhead, including: Annual gross pay, start date of employment, pay schedule, expected pay increases and any overtime, bonuses, tips or commissions. This form can be emailed to: [apply@elevationclt.org](mailto:apply@elevationclt.org) once you apply.

## **CHECKING ACCOUNT STATEMENT(S)**

The most recent 6 months of checking account statements. \*If you have just recently opened a checking account and do not have 6 months of statements, submit all statements beginning with the opening statement.

## **SAVINGS ACCOUNT STATEMENT(S)**

The most recent 2 months of statements for any savings account. You will need to show a minimum of \$3,000 available in savings, that is not used to pay monthly bills.

## **DEPOSIT DETAIL FORM**

[Click here for the deposit detail form.](#) You will need to provide a brief explanation for all deposits over \$50 in any account statement submitted that is not a direct deposit from an employer.

### **ASSET STATEMENT(S)**

The most recent 2 months of statements for any IRA, 401k, life insurance policy (cash value) or other investment statement.

### **ADDITIONAL INCOME SOURCE VERIFICATION**

Most recent statement(s) of all other sources of income (social security, disability, pension, etc.)

### **DIVORCE DECREE AND/OR CHILD SUPPORT/ALIMONY AGREEMENT**

If you are divorced and/or have a separation agreement, child support or alimony agreement, you will need to submit a copy of these documents. If you do not have a formal agreement regarding child custody, you will need to submit and sign an Affidavit explaining your child custody arrangement.

### **ECLT ORIENTATION CERTIFICATE OF COMPLETION**

Prior to submitting your application, you will need to attend a full ECLT Orientation (90 minutes, free & online). Submit the ECLT Orientation Certificate of Completion. \*If you attend all 90 minutes of the orientation, you will receive a certificate of completion by the end of the business day following the orientation. [Click here to register.](#)

### **CHFA HOMEBUYER EDUCATION COURSE CERTIFICATE OF COMPLETION**

Prior to submitting your application, you will need to complete a CHFA Homebuyer Education Course (approx. 4-8 hours. Some courses are free, others require a \$99 course fee - please check the course provider). Submit the CHFA Homebuyer Education Course Certificate of Completion. A CHFA housing counselor will contact you within a week of completing this online course prior to providing your certificate of completion. [Click here to register for a course.](#)