

**NeighborWorks®**  
**HomeOwnership Center**  
*of Dutchess County*  
 291 Mill Street  
 Poughkeepsie, NY 12601  
 845.454.9288 phone  
 845.485.1957 fax

**Required Documentation Checklist**

**In order to be considered as having submitted a complete application, you must provide the following documentation with your application:**

2005 Federal tax return	Applicant _____	Co-Applicant _____	
2006 Federal tax return	Applicant _____	Co-Applicant _____	
2005 W-2 for each job worked	Applicant _____	Co-Applicant _____	
2006 W-2 for each job worked	Applicant _____	Co-Applicant _____	
Four weeks of most recent consecutive pay stubs for each job currently held	Applicant _____	Co-Applicant _____	Other _____
Copy of Social Security cards	Applicant _____	Co-Applicant _____	Other _____
Copy of Greencard/Naturalization Certificate, if foreign-born	Applicant _____	Co-Applicant _____	Other _____
Copy of Checking Account Statements – Past 6 mos.	Applicant _____	Co-Applicant _____	Other _____
Copy of most recent Savings Account Statement	Applicant _____	Co-Applicant _____	Other _____
Pre-approval letter from qualified lender	Applicant _____		
Lender worksheet completed by loan officer	Applicant _____		