



A Tradition of Stewardship
A Commitment to Service

Application Checklist

Dear Applicant:

Please review the entire Notice of Funding Availability and Guidelines for the Proximity Housing Homebuyers' Assistance Program, and then use this Checklist to ensure you submit a complete application packet. Napa County Housing Fund staff and/or your lender may require you to provide additional information not listed.

Your completed Proximity Housing Homebuyers' Assistance Application Packet must include the following documentation:

- Proximity Housing Program Homebuyers' Assistance Application
- Pre-Qualification Letter/Certification from a mortgage lender (of applicants choosing) specifying amount of pre-qualification for a conventional or government first mortgage (i.e. fixed-rate thirty-year (30) mortgage loan) if approved for a down payment assistance loan of up to ten percent (10%) of market value through this program. Pre-qualification Letter must include the following:
 - Certification from lender that the pre-qualification is based upon completion of a credit check and employment and income verification; and
 - Copy of completed Uniform Residential Loan Application from lender
- Two current paystubs and last year's W2 for each working household member. If you earn 1099 income, you will need to submit a two year history of tax returns
- Certification and Release of Information Form
- Proof of Address: Most recent copy of 2 utility bills (e.g. gas/electric, phone, garbage, water, etc.)
- If a first-time homebuyer, Applicant must submit verification of attendance to and completion of an acceptable first-time homebuyers' class/workshop sponsored by a local lender or municipality. *If this item is not available for submission with Application Packet, this requirement must be completed prior to award of any homebuyer assistance loan funds through this program.*

The completed Application Packet must be submitted by the specified deadline and to the address listed in the Notice of Funding Availability. The County will conduct a review and verification of all materials submitted. If you have any questions, please call Housing and Intergovernmental Affairs at (707) 253-4825.