

## FREQUENTLY ASKED QUESTIONS ABOUT SUBMITTING A PACKET FOR FIRST-TIME HOMEOWNERSHIP COUNSELING

You may start the homebuyer education process by submitting a packet for one-on-one counseling. A packet consists of a completed Intake Form (available on our website), copies of all necessary documents, and money order.

- **Copies only.** Submit copies of all pages of required documents. We do not accept originals and we do not make copies. Do not black out anything on any document, or it will be considered altered.
  - **Bank statements.** Submit the last 3 months of bank statements for all accounts. If you use paperless statements, go to your online bank account and search for “statements” and print all pages of the last 3 statements. If a bank statement is 6 pages, submit all 6, even if half are ads, blank, or contain no personal information.
  - **State and Federal Income Taxes.** Until 4/15/2019, submit state and federal 2016 and 2017 tax returns. After 4/15/2019, submit 2017 and 2018 state and federal tax returns. Include ALL pages, schedules, and W2s and/or 1099s—everything you or your accountant submits to the government. W-2 and 1099 summaries are not acceptable—we need copies of the actual documents sent to you by your employer.
  - **Paystubs.** Submit 2 of your most recent paystubs if you’re paid every other week, and 4 if paid every week. Do not skip weeks; paystubs must be consecutive.
  - **Co-applicants.** Anyone purchasing the home with the Applicant is a Co-Applicant. Each Co-Applicant must complete the Co-applicant info (p. 2) and budget pages (p. 3), and sign and date the authorization and privacy statement (p. 4). Co-applicants must also submit copies of all required documents.
  - **Money order.** The \$75 fee is for one or two applicants. The money order should be made out to “NHS Brooklyn” and is non-refundable. Add \$25 for each additional person who will be on the mortgage. We do not accept cash, personal checks, or credit cards.
  - **Bank pre-approval.** Do not go to a bank for pre-approval of a loan before receiving counseling, as doing so will lower your credit score, may not be the best kind of mortgage for the type of property you want to buy, may not be the best terms you can get, and may not be with a bank with whom we work to provide down-payment and closing-cost grants.
  - **Credit report.** Your counselor will do a “soft pull” of your credit history, which will not lower your credit score. Do not pull your own credit report and do not include one in your packet.
- **Check your packet for completeness.** Please check your packet for completeness before submitting. Incomplete packets cause delays and may be refused.
- **Where to submit your packet.** You may submit your in person to our office at 2806 Church Avenue (preferred, so we can check the package for completeness) or our office at 9701 Avenue L, or mail them to NHS Brooklyn, 2806 Church Avenue, Brooklyn, NY 11226.
- **After submission of your packet.** Once your packet is submitted and found to be complete, a counselor will contact you to set up an appointment for one-on-one counseling to determine your mortgage-readiness and next steps.
- **Financial coaching.** We encourage all clients, regardless of mortgage-readiness, to take one of our monthly Financial Coaching Workshops. Visit [www.nhsbrooklyn.org/upcoming-events](http://www.nhsbrooklyn.org/upcoming-events) to RSVP for the next workshop.

**NOTE:** We counsel home buyers who wish to purchase a first home in NYC. If you wish to purchase a home outside one of the 5 boroughs of NYC, go to [www.hud.gov](http://www.hud.gov) and search for a nonprofit that serves the county where you wish to buy and that has a pre-purchase homeownership education program.