



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
- Internal Revenue Service Form 1040 for the most recent year and most current paystubs for each dependent over the age of 25. 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 to [proximityhousing@countyofnapa.org](mailto:proximityhousing@countyofnapa.org) or to Housing and Intergovernmental Affairs, 1195 Third Street Suite 310 Napa, CA 94559. 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) 253-4421.