

DC Inclusionary Zoning Applications - Required Documents – Home Purchase

- IZ Orientation (IZO) Certificate** of completion (class must have been taken in the last two years). This is only needed for one household member.
- Homebuyers class certificate** of completion (8-hour training, taken in the last two years and only from [these CBOs](#)).
- Pre-qualification or pre-approval letter** from a mortgage lender. (You can use any lender, but lenders who have worked with the IZ program before are listed [here](#).)
- Notice of Eligibility (NOE)** for HPAP, EAHP or NEAHP. (Note: this is only required if you are using assistance from one of [those programs](#) in your purchase)

For EVERY ADULT (aged 18 years or OLDER) who will live in the home:

- Declaration of Eligibility form.** Download the form [here](#), complete all of it and sign it.
- ID.** Current driver's license.

Residency Documents.

Provide 2 of the following for where you live now.

- Lease agreement (must be current)
- Utility bill (only water, sewer, gas, or electric accepted, issued in the last 60 days)
- Pay stub showing your address & DC taxes withheld (issued in last 60 days)
- Voter registration card (must be current)
- Mortgage statement (must be current)
- Homeowner or renter insurance policy (must be current)
- Property tax bill (issued in the last 60 days)

- Employer Verification Form.** See the link [here](#). For each job worked, the worker completes section A, the employer completes section B and the **employer** submits the completed form by email.
- Tax returns (Filed IRS 1040 Forms).** Last 2 years of all federal and/or foreign **tax returns**. Must be filed copies with all attachments.
- Pay stubs.** Last 8 pay stubs from all jobs worked showing your address and taxes withheld.
- Bank statements and statements from mobile cash apps (Venmo/PayPal/CashApp/Apple Cash etc.).** Last 6 months of statements, all accounts. Must be PDF statements; no screenshots and no lists of transactions.
- Retirement and investment account statements.** Most recent statement for all accounts, including 401ks, IRAs, Robinhood, Acorns and similar accounts.

Other Income.

If you receive any of the following, provide the required documentation.

- Unemployment income** – last 6 months of payment history
- Self-Employment income** – monthly profit and loss statements for the last 12 months (include supporting documents to support your statements)
- Alimony and/or child support** – award and last 6 months of payment history
- TANF** – proof of current payments received
- Social security/disability payments** – current award letter
- Pension or other retirement payments** – current proof of distributions
- Gifts** – proof of who gave it to you, what it is for, and how often you get it
- Any other income** – proof of who gave it to you, what it is for, and how often you get it

For EVERY CHILD (under 18 years old) who will live in the home:

- Birth certificate** showing name(s) of parent(s). If both parents are listed & will live in the unit, no further documentation is needed. Otherwise, **ONE** of the following unexpired documents is also needed:
 - Court order** showing physical custody of the minor (minimum 50% physical custody)
 - School transcript/proof of enrollment** with guardian's name and address