

## DC HOMEOWNER ASSISTANCE FUND DOCUMENTATION CHECKLIST

The **DC Homeowner Assistance Fund Pilot Program (HAF)** is a new grant program that can help District households facing financial troubles because of the COVID-19 pandemic. It is a pilot program offered to those who:

- Own a condominium in DC in zip codes 20019, 20020, 20024, and 20032
- Bought it using down payment and/or closing cost assistance from the DC Department of Housing and Community Development (DHCD)
- Are behind in their mortgage or other property-related payments (such as condo fees, property taxes, and homeowner insurance) because of COVID-19

### How do I apply?

Visit [www.dhcd.dc.gov/haf](http://www.dhcd.dc.gov/haf) to learn more about the program and eligibility requirements. DHCD will accept applications beginning October 1, 2021 through the website. You will need to provide the required documents listed below.

### What if I need help with my application?

Our Housing Counselors are here to help! Please call 202-540-7407 to schedule a virtual or in-person appointment now. Your counselor can help you fill out your application and gather the required documents.

APPLICANT DOCUMENTATION	
<p><b><u>Proof of Identity</u></b> for <b>ALL</b> individuals listed on mortgage</p>	<p style="text-align: center;"><b><u>ONE</u></b> of the following:</p> <ul style="list-style-type: none"> <li>• Valid (or expired eight years or less) Driver’s License; <b>OR</b></li> <li>• Valid (or expired eight years or less) photo identification card issued by the District of Columbia or another State Jurisdiction; <b>OR</b></li> <li>• Valid (or expired 5 years or less) U.S. Passport, International Passport or Passport Card</li> <li>• US Permanent Resident Card or Alien Registration Receipt Card; <b>OR</b></li> <li>• US government and military dependent identification card; <b>OR</b></li> <li>• Valid photo ID card from any US university, college, technical college or high school (including name and photograph); <b>OR</b></li> <li>• Verifiable employer-issued ID card provided it contains a photograph and name</li> </ul>
<p><b><u>Proof of Residency</u></b> for at least <b>ONE</b> individual listed on mortgage</p>	<p style="text-align: center;"><b><u>TWO</u></b> of the following:</p> <ul style="list-style-type: none"> <li>• Utility bill (water, gas, electric, oil, or cable), with name and address, issued within the last 60 days (disconnect notices/bills are not accepted)</li> <li>• Deed, mortgage, or settlement agreement reflecting applicant's name and property address</li> <li>• DC property tax bill or tax assessment issued within the last 12 months reflecting the applicant's name and property address</li> <li>• Unexpired homeowner's insurance policy reflecting name and address</li> <li>• Letter with picture from Court Services and Offender Supervision Agency (CSOSA) or DC Department of Corrections (DC DOC) certifying name and DC residency issued within the last 60 days</li> <li>• Bank/credit union/credit card/investment account statement issued within the last 60 days reflecting name and address</li> <li>• Official mail received from ANY government agency (with full name and address) to include contents and envelope received within the last 60 days</li> <li>• Medical bill issued within the last 60 days reflecting name and address. (An Explanation of Benefits is not a medical bill and will not be accepted.)</li> <li>• Student loan statement issued within the last 60 days reflecting name and address</li> <li>• Home line of equity statement issued within the last 60 days reflecting name and address</li> <li>• Car/personal loan statement (no coupon books/vouchers accepted) issued within the last 60 days reflecting name and address</li> <li>• Home security system bill issued within the last 60 days reflecting name and address</li> </ul>
<p><b><u>Proof of DHCD Loan</u></b></p>	<ul style="list-style-type: none"> <li>• Loan number for down payment and/or closing cost assistance provided by the DC Department of Housing and Community Development (HPAP, EAHP, NEAHP, etc.). Find it on a recent statement or through TCAM (<a href="http://tcamre.com/loan-servicing">tcamre.com/loan-servicing</a> or 1-844-254-2500)</li> </ul>

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### HOUSEHOLD INCOME DOCUMENTATION

*Provide income documentation for EVERY adult member of the household.*

Annual 2020 Income	<ul style="list-style-type: none"> <li>● Copy of Form 1040 as filed with the IRS for the household for Calendar Year 2020 (first two pages only); <b>OR</b></li> <li>● Copy of Form W-2/1099/unemployment benefit statement for the household for Calendar Year 2020</li> </ul>
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If don't have the above tax documents **OR** if income has changed in 2021 that would make you eligible for the program, provide documentation for the categories that apply **EVERY adult member of the household**:

<i>Income Source</i>	<i>Acceptable Documentation</i>
Employment wages	<ul style="list-style-type: none"> <li>● Paycheck stubs for the most recent 60 days; OR</li> <li>● Statements for the most recent 60 days of other wages or salary (including statements from PayPal, Venmo, CashApp or other payments for gig workers)</li> <li>● Employer-signed form or letter confirming wages; OR</li> <li>● Verification of Income or Reduction of Hours/Pay form</li> </ul>
Self-employment	<ul style="list-style-type: none"> <li>● Profit and loss statement(s) for the most recent 60 days</li> </ul>
Net rental income, income from interest bearing assets, royalty income, interest from estates and trusts	<ul style="list-style-type: none"> <li>● Bank or financial institution statements for the most recent 60 days</li> </ul>
Social Security, pensions, retirement, annuities, death benefits, or other types of similar periodic receipts	<ul style="list-style-type: none"> <li>● Payment history reflecting gross benefit amount, deductions and payments for the most recent 60 days</li> </ul>
Unemployment, disability, worker's compensation, severance compensation, or other payments in lieu of earnings	<ul style="list-style-type: none"> <li>● Payment history reflecting gross benefit amount, deductions and payments for the most recent 60 days</li> </ul>
Receipt of income-qualifying public assistance (SNAP, TANF, SSI, WIC, Head Start and Medicaid) payments from state or local income support office	<ul style="list-style-type: none"> <li>● Payment history reflecting gross benefit amount, deductions and payments for the most recent 60 days</li> </ul>
Child support, family support, alimony	<ul style="list-style-type: none"> <li>● Evidence of payment for the most recent 60 days OR legal agreement/court decree describing payment terms</li> </ul>
Armed forces pay	<ul style="list-style-type: none"> <li>● Leave and earnings statements for the most recent 60 days</li> </ul>

### HOUSING ASSISTANCE DOCUMENTATION

*Provide only the documentation relevant to each assistance type*

Mortgage assistance	<ul style="list-style-type: none"> <li>● Evidence of total balance due that includes valid account, payment, and contact information:                             <ul style="list-style-type: none"> <li>○ Current unredacted loan statement; <b>OR</b></li> <li>○ Current unredacted past-due notice from servicer; <b>OR</b></li> <li>○ Current unredacted reinstatement quote from servicer</li> </ul> </li> <li>● If applicant is not on the deed or mortgage statement (e.g. heir's property) applicants must have documentation of having made payments to the mortgage company within the last two years</li> </ul>
Condominium Fees, Common Charges, or Other Special Assessments	<ul style="list-style-type: none"> <li>● Evidence of total balance due that includes valid account, payment, and contact information:                             <ul style="list-style-type: none"> <li>○ Current balance due statement</li> </ul> </li> </ul>
Property taxes	<ul style="list-style-type: none"> <li>● Evidence of total balance due that includes valid account, payment, and contact information:                             <ul style="list-style-type: none"> <li>○ Current property tax bill</li> </ul> </li> </ul>
Homeowner's insurance	<ul style="list-style-type: none"> <li>● Evidence of total balance due that includes valid account, payment, and contact information:                             <ul style="list-style-type: none"> <li>○ Account ledger; <b>OR</b></li> <li>○ Current notice of payment amount and balance due</li> </ul> </li> </ul>