



# Community Foundations

181 N Main Street, Suite 211  
Mooresville, North Carolina 28115

**Phone:** (704) 799-7641

**Facsimile:** (704) 799-7704

## **PRE-PURCHASE PROGRAM REQUIREMENTS:**

Listed below are **required** documents needed for the initial counseling session and for the successful evaluation of participant's application:

- Most recent pay stubs for all employment (at least 30 days) & other income
- Last two months of all bank statements, (savings, checking, money market, etc)
- Most recent retirement account statements
- Most recent bills and statements for all expenses
- Previous three years "**signed**" tax return and W-2s
- Social security and/or public assistance documents (award letters)
- Evidence of child support or alimony, if applicable
- Divorce or separation papers
- Driver's license for applicant and co-applicant
- Social security card for all members who will live in the house.
- Completed Monthly Spending Plan (will be emailed to participant)

(**NOTE:** If married or planning on purchasing a home with a second party, the spouse's or second party's documentation is required as well.)

## **FIRST VISIT:**

- The first appointment will last approximately two hours and the participant should **arrive 15 minutes before their scheduled appointment time.**
- **An application fee** will be required (cash or money order only): **\$40.00** single applicant or **\$45.00** couple. Families who have income levels over the HUD median income limits will be asked to pay an additional **\$20.**
- An initial 12-month cash flow analysis (spending plan) will be prepared.

## **ASSESSMENT:**

- Participants will be assessed on the following:
  - Capacity
  - Capital
  - Credit
  - Down payment and closing costs eligibility based on:
    - Income based on family size
    - Location and type of house (i.e., new construction, foreclosure, existing, etc.)

## **FOLLOW-UP VISITS:**

- Participants will be provided with the outcome of their assessment and given an action plan for the successful completion of their goal for homeownership.
- Participants will revisit initial 12-month cash flow analysis (spending plan) and begin budgeting if applicable.
  - Additional appointment(s) will be made as necessary.

**Call:**

**704-799-7641**

**Email:**

**kbrantley@cfcdc.org**

*Each participant is different and the time to reach their goal depends on their unique situation.*

---

Mailing Address: P. O. Box 827, Mooresville, NC 28115