

New Mexico Homeowner Assistance Fund

APPLICATION DOCUMENTATION CHECKLIST

DOCUMENTATION REQUIREMENTS:

The following documents must be photocopied and attached to your application. Do not submit originals. No documents will be returned.

Proof of Identity Documentation:

Please provide the requested documentation below for at least one household member listed on the housing.

	<i>Acceptable Documentation</i>
Proof of Identity	<ul style="list-style-type: none"> • Driver’s License or • State issued Identification card or • Military Identification card • Passport

Household Income Documentation:

Please provide the requested items below, if applicable to your household for all household members. For each adult in the household 18 years or older, submit the supporting documentation appropriate for each type of income indicated in the program application. If needed, the **Verification of Income or Reduction of Hours/Pay** form can be found in Appendix A (p. 11-12).

<i>Income Source</i>	<i>Acceptable Documentation</i>
Employment wages	<ul style="list-style-type: none"> • Three current paycheck stubs or • Employer-signed form or letter confirming wages or • Verification of Income or Reduction of Hours/Pay form
Self-employment	<ul style="list-style-type: none"> • Profit and loss statement(s) for the three most recent months
Net rental income, income from interest bearing assets, royalty income, interest from estates and trusts	<ul style="list-style-type: none"> • Most recent statement
Social Security, pensions, retirement, annuities, disability, death benefits	<ul style="list-style-type: none"> • Current benefits letter
Unemployment insurance, worker’s compensation, severance compensation	<ul style="list-style-type: none"> • Payment history reflecting gross benefit amount, deductions and recent payments
Any public assistance (General Assistance or TANF) payments from state or local income support office	<ul style="list-style-type: none"> • Current benefits letter
Child support, family support, alimony	<ul style="list-style-type: none"> • Current benefits letter
Armed forces pay	<ul style="list-style-type: none"> • Two current statements

Housing Cost Assistance Documents

Provide only the documentation that applies to the type of housing cost assistance being requested.

<i>Assistance Type</i>	<i>Required Documentation</i>
Traditional Mortgage	<ul style="list-style-type: none"> • Approval Common Data File Record received directly from the Servicer and • Evidence of total balance due, broken down by month: <ul style="list-style-type: none"> ○ Current unredacted loan statement; or ○ Current unredacted past-due notice from servicer; or ○ Current unredacted reinstatement quote from servicer

Private Financing assistance	<ul style="list-style-type: none"> ● Evidence of total balance due, broken down by month: <ul style="list-style-type: none"> ○ Current unredacted loan statement; or ○ Current unredacted past-due notice from servicer; or ○ Current unredacted reinstatement quote from servicer
Real estate contract assistance	<ul style="list-style-type: none"> ● Evidence of total balance due, broken down by month: <ul style="list-style-type: none"> ○ Current escrow payment statement; or ○ Balance due notice; or ○ Current unredacted reinstatement quote from escrow company or seller
Mobile or manufactured home loan assistance	<ul style="list-style-type: none"> ● Evidence of total balance due, broken down by month: <ul style="list-style-type: none"> ○ Current mobile or manufactured home loan statement; or ○ Current unredacted reinstatement quote
Mobile or manufactured land loan assistance	<ul style="list-style-type: none"> ● Evidence of total balance due, broken down by month: <ul style="list-style-type: none"> ○ Current mobile or manufactured home loan statement; or ○ Current unredacted reinstatement quote
Mobile or manufactured home lot/land payment assistance	<ul style="list-style-type: none"> ● Evidence of total balance due, broken down by month: <ul style="list-style-type: none"> ○ Resident ledger; or ○ Notice of non-payment of rent; or ○ Current notice of payment amount and balance due; or ○ Current unredacted reinstatement quote

If you have any questions about the application requirements, please call 505.308.4206 or 866.488.0498.

Completed applications may be **mailed to or dropped off at:**

New Mexico Mortgage Finance Authority
344 4th St SW
Albuquerque, NM 87102

Completed applications may be **faxed to:**

New Mexico Mortgage Finance Authority
Attn: New Mexico Housing Assistance Interim Program
Fax: 505-242-2766