





**PLEASE READ BEFORE SIGNING:**

I declare under penalty of law that all of the information about my household composition and income is true and correct. I acknowledge that a false declaration is grounds for disqualification from the FTHB program and from the opportunity to purchase an Affordable Dwelling Unit. We further declare that as an applicant or co-applicant no member of our household in the past three years before commencement of homeownership had any ownership interest in a residence either here or abroad.

By signing this form, we agree to the release of my/our financial information as may be necessary to verify my eligibility to participate in first-time homeownership opportunities and agree to the exchange of this information between the Fairfax County Department of Housing and Community Development/Fairfax County Redevelopment and Housing Authority, U.S. Department of Housing and Urban Development, Lender and Loan Servicer.

**ALL ADULTS 18 AND OVER MUST SIGN. PLEASE CIRCLE NAMES OF MEMBERS WHO WILL BE ON THE DEED OR LOAN**

_____	_____	_____	Phone:	Home:	_____
<b>Applicant /Head of Household</b>	<b>Signature</b>	<b>Date</b>		<b>Work:</b>	_____
				<b>Cell:</b>	_____
_____	_____	_____		<b>E-mail:</b>	_____
<b>Co-applicant Print Name</b>	<b>Signature</b>	<b>Date</b>			
_____	_____	_____			
<b>Co-applicant Print Name</b>	<b>Signature</b>	<b>Date</b>			

Fairfax County is committed to nondiscrimination on the basis of disability in all County programs, services and activities. Special accommodations will be provided upon request. Please allow seven working days for preparation of materials. For information call 703-246-5101 or 703-385-3578 (TTY).



# ITEMS TO BRING TO APPLICATION SESSION/RECERTIFICATION INTERVIEW

You **must** bring COPIES of all the following items with you to your interview. Please bring copies of the required verifications which our office can keep. Only schedule an application session when you have all items.

- VHDA Certificate Homeownership Education (Not required for recerts but strongly suggested)
- Conditional Approval Letter Completed by Lender on Lender Letterhead on a format provided by our office
- Completed First-Time Homebuyers Application-all questions must be answered in full  
DO NOT PUT N/A (NOT APPLICABLE) List income or put NONE if there is no income
- Copy of your most recent federal tax return and W-2s for each household member age 18 and over. If anyone did not file a tax return, you must provide a statement from IRS that no return was filed

If you are self-employed, your most recent federal tax return and Schedule C showing gross income and expenses

If any dependent children are not listed on your tax return, a copy of your custody agreement or school record verifying child's address and parent/guardian or a birth certificate or hospital record for children born recently

If your address has changed since your tax return was filed, please provide a current lease or utility bill or other verification of your current address

Verification of fulltime student status for any students over 18 who are working

# ITEMS TO BE PROVIDED BY DRAWING WINNER

You **must** provide COPIES of all the following items to determine your current eligibility before a contract can be signed:

- Completed First-Time Homebuyers Application-all questions must be answered in full  
DO NOT PUT N/A (NOT APPLICABLE) List income or put NONE if there is no income
  - Copy of your three (3) most recent pay stubs from each employer for all adult household members
  - Copy of your most recent federal tax return and W-2s for each household member age 18 and over. If anyone did not file a tax return, you must provide a statement from IRS that no return was filed
  - If you are self-employed, your last three federal tax return and Schedule C showing gross income and expenses
  - If any dependent children are not listed on your tax return, a copy of your custody agreement or school record verifying child's address and parent/guardian or a birth certificate or hospital record for children born recently
  - If your address has changed since your tax return was filed, please provide a current lease or utility bill or other verification of your current address
  - Verification of fulltime student status for any students over 18 who are working
  - Last two bank statements/verification of value of any assets such as IRA's, Stocks, or other investments

Note: At the time of the selection process, if you are not eligible for the preference points you have been given or if your income exceeds the maximum limit for your household size, you will not be eligible to purchase the home. Please retain all documentation for your application since we must re-verify your current eligibility within two workdays of the selection process, or we will move on to the next winner.