

**Program Sub-Recipient**

Golden State Finance Authority (GSFA)

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**DR-HBA001-Checklist Prequalification**

<b>Applicant Name:</b>			
<b>Lender Name:</b>		<b>Contact Name:</b>	
<b>Phone Number:</b>		<b>Fax Number:</b>	
<b>Email:</b>			

This Compliance Package contains:

1.  **DR-HBA002-Application and Affidavit**
2.  **Applicant(s) Identification Documentation (Government Issued Photo ID)**
3.  **Verification of MID County:**
  - 2023 - Monterey, San Benito, Santa Cruz, Tulare and Tuolumne - (February 21, 2023 - July 10, 2023)**  
     **Hoopa Valley (Zip 95546) - (February 14, 2023 - March 5, 2023)**
  - 2024 - San Diego - (January 21, 2024 - January 23, 2024)**
  - (2) Forms for Proof of Residency (i.e. Tax Return for Impacted Year(s) must be signed and dated, Utility Bill, etc.)**
  - Current Lease/Rental Agreement**
4.  **County of Purchase: \_\_\_\_\_ Income Limit for County of Purchase: \_\_\_\_\_**
  - Household Income Calculation: \_\_\_\_\_**
  - Household Size: \_\_\_\_\_**
  - Current Signed AND Dated Tax Return for all Adult (over 18 years of age) Household Members and Most Recent w2 for all Adult**
    - DR-HBA005-Tax Return Affidavit (If no tax returns)**
  - Current Paystubs (30 days or 4 weeks) for all Adult (over 18 years of age) Household Members (reflecting 3 months of YTD income)**
    - DR-HBA006-Certificate of No Income (If no income)**
  - Income Calculation Worksheet**
5.  **1003 Loan Application**
  - Check Section 5A for first-time homebuyer status (Checked "No" for ownership in last 3 years)**
6.  **DR-HBA003-Addendum to Loan Application**
7.  **Verify Applicant(s) No Ownership in Any Real Estate**
8.  **Start Duplicate of Benefits (DOB) – Completed by GSFA**
  - Worksheet**
    - FEMA Check (3<sup>rd</sup> Party Database from HCD)**
    - SBA Check (3<sup>rd</sup> Party Database from HCD)**
9.  **Assets Verification – Completed by GSFA**
  - Total Liquid Assets Verified: \_\_\_\_\_**
  - Amount exceeding \$100,000: \_\_\_\_\_**

The Lender Prequalification Package will not be processed, nor will a Prequalification Letter be issued for the Applicant(s), until all the items above are received, complete and correct, by the Program Sub-Recipient.

**APPLICANTS(S) CANNOT EXECUTE A RESIDENTIAL PURCHASE AGREEMENT UNTIL THE PREQUALIFICATION LETTER IS ISSUED.**