



Submission Checklist for Homeowners

Forms automatically printed from online application

- Letter of Transmittal (If using fax, please write the total number of pages in package)
- Housing Counseling Intake Form (Please verify that your information is accurate)
- Financial Worksheet (Please sign and date)
- Hardship Letter (Please sign and date)
- Uniform Borrower Assistance Form 710 (Please sign and date)
- 4506T Form (Please sign and date)
- Authorization for Release of Information (Please sign and date)
- Homeowner/Counselor Contract (Please sign and date)
- Authorization to Obtain a Credit Report (Please sign and date)
- Ohio Housing Finance Agency Privacy Policy (Please sign and date)
- Restoring Stability: A Save the Dream Ohio Initiative* Hardship Affidavit (Complete all check boxes & sign and date)

Supporting documentation you need to provide

- Copy of recorded mortgage. *For homeowners with a court filed foreclosure, provide a copy of all court filing documents and a reinstatement letter*
- Most recent mortgage statement and/or reinstatement letter. *If taxes and insurance are not escrowed, please provide current property insurance & tax statement.*
- Most recent bills and statements for all expenses (If available) including the most recent electric or natural gas bill for the property.
- Last 60 days of pay stubs for ALL employment and income sources
- If unemployed, copy of unemployment eligibility or explanation of benefits (Benefit year beginning date & Benefit year end date)
- Last 60 days of all bank statements. Statements must include name, address, account #, account type, statement period date and deposit transactions *including blank or reconciliation pages*. An explanation of all deposits over \$100 should be noted.
- If self employed or other non-wage income, a copy of previous year's filed 1040 return with all schedules
- If self employed or other non-wage income, 6 months current personal and business bank statements
- If self employed or other non-wage income, most recent quarterly Profit and Loss statement
- **A completed UBA form 710 is required when applying for the Restoring Stability Modification program. If required, your counselor will provide you with the form.