

**Program Sub-Recipient**

Golden State Finance Authority (GSFA)

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Sacramento, CA 95814

Phone: (855) 740-8422 Fax: (916) 444-3551

Email: [info@gsfahome.org](mailto:info@gsfahome.org)**DR-HBA001-Checklist Prequalification**

Applicant Name:		Contact Name:	
Lender Name:			
Phone Number:		Fax Number:	
Email:			

This Compliance Package contains:

1.  **DR-HBA002-Application and Affidavit**
2.  **Applicant(s) Identification Documents for Proof of Citizenship or Qualified Alien Status**
  - For US Citizens: California Real ID, Government Issued Photo ID, Passport, Certified Birth Certificate or Naturalization/Citizenship Certificate
  - For Qualified Aliens: Government Issued Photo ID and unexpired Permanent Resident Card (front and back), Form I-94 arrival/departure record and photo identification, Active Student and Exchange Visitor Information System (SEVIS) Identification and Photo ID, Receipt Number on Form I-797 and 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), Utility Bill, etc.)
  - Lease/Rental Agreement covering Impacted Period
- For Prioritized Applications for first (60) days of Program:
  - Proof of Impact (i.e. Paid FEMA Claim, Paid Renter's Claim, County documentation of property damage)
4.  **County of Purchase:** \_\_\_\_\_ **Income Limit for County of Purchase:** \_\_\_\_\_
  - Household Income Calculation: \_\_\_\_\_
  - Household Size: \_\_\_\_\_
  - Current Signed 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.**