

ECLT APPLICATION REQUIRED DOCUMENTS

Applicants must upload their pre-approval letter before going under contract on a home and all required documents must be uploaded before the application is complete. The lender is responsible for transferring the documents on the second page from the loan application to the documents@elevationclt.org. This page includes all documents that are required or may be required of both the applicant and lender.



REQUIRED BY APPLICANT

- Loan PRE-approval letter**
This must be obtained from one of our participating lenders. Please visit the Elevation CLT website for a list of participating lenders.
- ECLT Orientation Certificate of Completion**
You will need to attend a full ECLT Orientation. You will receive a certificate of completion by the end of the business day following the orientation. [Click here to register.](#)
- CHFA Homebuyer Education Course Certificate of Completion**
You will need to complete a CHFA Homebuyer Education Course (approx. 4-8 hours. Some courses are free, others require a \$99 course fee - please check the course provider). [Click here to register for a course.](#)

OTHER DOCUMENTS

- Divorce Decree and/or Child Support/Alimony Agreement**
If you are divorced and/or have a separation agreement, child support or alimony agreement, you will need to submit a copy of these documents. An affidavit may be used instead.
- Asset Statement(s)**
The most recent 2 months of statements for any IRA, 401k, life insurance policy (cash value) or other investment statement.
- Additional Income Source Verification**
Most recent statement(s) of all other sources of income (social security, disability, pension, etc.)

These are documents that might be needed from the applicant depending on the household.

Applicants submit docs [here](#).
If you have not yet started an application go to elevationclt.org/application-process.



Lender must submit the following documentation to documents@elevationclt.org from information already provided with the loan application. While a buyer may go under contract before documentation is complete, they cannot close on their new home until the application is complete and fully approved. Applicants and lenders must work together to ensure the correct documents are submitted.



PROVIDED BY LENDER

Pay Stubs for W2 Employees

The most recent 2 months of pay stubs for any employment. Depending on how often you get paid, this may be 2, 3, or 4 statements.

Self-Employed Income

For self-employed individuals, submitted documentation must include: a) Statement of YTD Income for Self-employment and b) Statement of Anticipated Income for Self-Employment.

Federal Tax Returns

If you are a W-2 employee, submit the most recent 2 years of tax returns. If you are self-employed, submit the most recent 3 years tax returns. Include the current year tax returns as your most recent year.

Verification of Employment for W2 Employees

[Click here for a VOE form](#) to provide to your employer. Alternatively, the employer may provide a letter on company letterhead, including: Annual gross pay, start date of employment, pay schedule, expected pay increases and any overtime, bonuses, tips or commissions. This form can be emailed to: apply@elevationclt.org

PROVIDED BY LENDER

Checking Account Statement(s)

The most recent 6 months of checking account statements. *If you have just recently opened a checking account, submit all statements beginning with the opening statement.

Savings Account Statement(s)

The most recent 2 months of statements for any savings account. You will need to show a minimum of \$3,000 available in savings, that is not used to pay monthly bills.

