



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. This page includes all documents that are required or may be required of the applicant.



FINANCE/EMPLOYMENT

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) Signed statement of YTD Income for Self-employment and b) Signed statement of Anticipated Income for Self-Employment.

Federal Tax Returns

If you are a W-2 employee, submit the most recent 1 year of tax returns. If you are self-employed, submit the most recent 2 years tax returns. Include the current year tax returns as your most recent year.

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.



FINANCE/EMPLOYMENT

Verification of Employment for W2 Employees

Send the VOE form 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.

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.

Valid Photo Identification

For all household members over 18



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 must ensure the correct documents are submitted.



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.



ECLT Acknowledgment

Sign and submit.



Deposit Detail Form

This form includes an explanation of bank deposits outside of regular earnings.



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. If you were never legally married an affidavit may be used instead. If the divorce/separation has not been finalized your application must include all legally married household members.



Asset Statement(s)

The most recent 2 months of statements for any IRA, 401k, life insurance policy (cash value) or other investment statement. This also includes consistent regular income from peer to peer accounts (e.g., PayPal, Venmo, Cash App).



Additional Income Source Verification

Most recent two months of paystubs, and of all other sources of income (social security, disability, pension, etc.) For those without income provide a notarized zero income affidavit. You must check each "Yes" or "No" box for every line item and your signature must be notarized.

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/qualify-apply/

