



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 Elevation CLT. 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.
- 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. 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. This also includes consistent regular income from peer to peer accounts (e.g., PayPal, Venmo, Cash App).
- Valid Photo Identification**
For all household members over 18
- 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.

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/



Lender must submit the following documentation that was submitted by the applicant for the loan pre-approval. 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) 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.



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.

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.



Valid Photo Identification

For both applicant and co-applicant.

