



Housing Assistance Purchase Program

REQUIRED Documentation Checklist

The City of Westlake welcomes applicants to apply for assistance under the housing assistance purchase program. The program will provide assistance to eligible households purchasing property within the City of Westlake's to cover a portion of the costs of homeownership such as down payment assistance and/or assistance with closing costs.

	Completed Application Form.
	Proof of United States Citizenship
	Provide the 2 most recent pay stubs for all household members who work.
	Copies of the last three months' bank statements, 401(k)/ 403(b) account statements for all household members.
	Provide copies of social security cards and picture ID (driver license) for anyone living in the household.
	Provide Last 2 Federal Income Tax Return, with a completed IRS form 4506-T
	Proof of number of dependents claimed. If applicable, provide the following:
	Birth Certificate(s) on which the parents/applicant's name is listed, or
	School Records that provide the parents'/applicants name and address, or
	Court ordered letter(s) of Guardianship, or
	Divorce Decree, or
	Letter(s) of adoption
	Credit Score and DTI PROVIDED BY Loan/Mortgage Processor: Email to HChristie@Westlakegov.com
	Lender pre-approval Letter
	Proposed Purchase Sales Agreement
	HUD First Time Home Buyers Certificate Completion

	Title Company & Loan Officer Contact Information
	City of Westlake – Named as Additionally Insured by Title Company
	Final Settlement Statement
	Final Closing Disclosure

Revised May 2024