

Documentation List For The City Of Moorpark First Time Home Buyer Program

Category	Supporting Documentation	Notes
Identity		
Applicant Identity	1. Driver's License 2. State ID, Passport, or other Federally issued ID	Choose 1 of the documents. Only apply to applicant(s)
Residency		
Current Residency	1. Current Lease Agreement 2. Current Utility Bill	Choose 1 of the documents. Only apply to applicant(s)
Moorpark Residency for over 1 year (To qualify for Tier 1)	1. Lease Agreement with starting date showing at least one year before application deadline and continued through current date (Ex: November 2, 2019 - November 2, 2020) 2. Utility Bill dated prior to application date (only on a case-by-case basis)	Only applies to applicant(s). Utility Bill is only considered on a case-by-case basis)
Occupation in Moorpark for over 1 year (To qualify for Tier 2)	1. Paystub(s) showing employment in Moorpark at least one year before the application deadline and continued to current date (Ex: November 2, 2019- November 2, 2020)	Choose 1 of the documents. Only apply to applicant(s)
Income Documentation		
Employment (Gross Income from wages or salary, including commissions and bonuses from permanent, temporary, and part time jobs projected over the next 12 months)	6 months of consecutive pay stubs prior to application date	Need document(s) for ALL household members 18 years old or older as of application deadline
Self-employment (net business income from selling things you make, childcare, or other business activity)	1. Description of these activity and necessary documentation, may include receipts, ledgers, accounting documents, etc. 2. Bank statements showing the amount deposits	Need document(s) for ALL household members 18 years old or older as of application deadline
Government Assistance (cash benefits such as TNF, SSI, Social Security, Disability, Workers 'Comp, Unemployment, Pension, VA)	1. Official documentation for each program 2. Bank statements showing the amount deposits	Need document(s) for ALL household members 18 years old or older as of application deadline
Pensions or retirement (annual income from Retirement funds)	1. Persons or retirement fund statement	Need document(s) for ALL household members 18 years old or older as of application deadline
Child Support (regular payments to support the child, either court-ordered or non court-ordered)	1. Court ordered child support document 2. If no court ordered but receiving regular payment, provide documentation such as bank statement deposits	Need document(s) for ALL household members 18 years old or older as of application deadline

Cash or Other Deposits in excess of \$100 in a month period	1. Cash deposits shall be substantiated by information indicating their source, intended use, etc. May require written letter or reference to source to further document the cash deposits.	Need document(s) for ALL household members 18 years old or older as of application deadline
Proof of No Income	1. Sign an "Attestation of No Income" (Provided by City upon request) 2. IRS Form 4506-T "Request for Transcript of Tax Return" which would verify that no tax returns were filed for the household member	Need document(s) for ALL household members 18 years old or older as of application deadline that claim no income in the past two tax cycles or have no tax filings
Asset Documentation		
All Savings/Checking's Account	3 months of bank statements (all pages)	Need document(s) for ALL household members 18 years old or older as of application deadline
All Other Account(s) - 401K, Retirement Account, etc.	Account statements showing 3 months of balance (all pages)	Need document(s) for ALL household members 18 years old or older as of application deadline



Updated 12/2020
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