

UHAB Homeownership

Abbreviated Application Documents

Note: You will have to have attended an “Intro to Limited Equity Co-op” class before we send you to any Shareholder Interview Committee. To attend a workshop, register for the next class listed on our website www.uhab.org or call (212) 479-3333.

DOCUMENTS REQUIRED on application

1. A complete application form
2. Three most recent consecutive pay stubs for all working household members
3. A letter from current employer verifying employment and length of service for all working household members
4. Documentation of all other sources of income such as SSI, SSA, Veterans, Pension, Unemployment Benefits, etc, *if applicable*
5. Copy of Social Security card for all buyers and photo ID for all family members. Acceptable photo ID include any government-issued document such as IDNYC, driver license, passport, EBT card. For minors without a photo ID please submit a birth certificate or current year school letter.
6. Disclosure of any relationships to any member of the Resident Association, UHAB or other agencies facilitating the cooperative conversion.

ADDITIONAL DOCUMENTS required later on UHAB request:

7. a non-refundable \$50.00 money order or certified bank check PER ADULT PURCHASER made payable to Urban Homesteading Assistance board for credit and criminal background check
8. A complete letter of interest declaring to which building or HDFC you are applying for
9. Proof you pay rent such as 3 rent receipts or a bank statement you annotate or a letter from your landlord
10. One copy of a current lease
11. Two most recent years’ tax filings (Form 1040, etc. with attachments) and W-2s
12. Three most recent months’ bank statements for every bank account
13. Proof down payment funds are available in an account the buyer(s) control

OPTIONAL

14. Proof you are ready to purchase by ability to secure a bank commitment as soon as needed