



# 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. (complete and signed via secure link)
	Proof of United States Citizenship (ex: passport, birth certificate)
	Proof of full-time employment as an essential services personnel ex: license, certificate (if applicable)
	Lender pre-approval Letter
	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.
	Copies of social security cards and picture ID (driver license) for anyone living in the household.
	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

**The following documents are required for your application. We understand that you may not have them at this time; however, please ensure that they are uploaded as soon as they become available.**

	Proposed Purchase Sales Agreement
	HUD First Time Home Buyers Certificate Completion
	Credit Score and DTI <b>PROVIDED BY</b> Loan/Mortgage Processor: Email to happy@westlakegov.com
	Final Loan Estimate <b>PROVIDED BY</b> Loan/Mortgage Processor 30 days from closing Email to: happy@westlakegov.com
	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 February 2026