



To be eligible for assistance:

- You must watch the Homebuyer Orientation Video that is on our site, and fill out the Orientation Acknowledgement Form once completed.
[Visit www.cityofirving.org/567 for more information](http://www.cityofirving.org/567)
- You must purchase a home in Irving
- You must have not owned a home in the last three years
- You must attend a Homebuyer Education Class through a HUD-approved housing counseling agency
- You must be a Permanent Legal Resident or U.S. Citizen
- You must be able to secure a mortgage approval
- You must meet the HUD family income limits shown below:

Family Size	Maximum Income
1	\$ 49,850.00
2	\$ 57,000.00
3	\$ 64,100.00
4	\$ 71,200.00
5	\$ 76,900.00
6	\$ 82,600.00
7	\$ 88,300.00
8	\$ 94,000.00

At **minimum**, to be considered, your application must contain all supporting documentation at the time of submittal:

(None of these documents may be turned in until you have watched the Homebuyer Orientation video and submitted the Orientation Acknowledgment Form online)

- Completed Application Form with required signatures
- Valid identification with picture for both the applicant and the co-applicant (Examples: Driver’s License, Passport, Resident Alien Card, etc.)
- Proof of Citizenship/Legal Residency for every member of the household (Examples: Social Security Cards, Alien cards, Passports)
- Copies of birth certificates for all children under the age of 18 who do not have a Valid ID with picture
- Mortgage pre-approval from a city Preferred Lender
- Copy of last **three** month’s paycheck stubs for all working members of the household, aged 18 or older
- Verification of any other sources of income for all household members-12 month history (Social Security, SSI, Self-Employment, Child Support, Alimony, retirement, rental income, unemployment benefits, etc.) If you receive Alimony or Child Support, please provide a 12-month payment history.
- For Household members enrolled in school, please provide enrollment letter from school showing whether the student is enrolled part-time or full-time. If grants are received, please include award letter and breakdown of tuition fees.
- Complete copies of your most recent bank statements (**six** consecutive months of all household checking accounts and **two** consecutive months of all household savings accounts-**ALL** pages)
- Last **two** years of tax returns, including all attachments (W-2 forms, etc.), for every working member of the household 18 or older (provide last three years if self-employed)
- Divorce Decree, if applicable
- Most recent 401K statement (or any retirement account), if applicable

The application process takes an average of 60 business days. This is a long and difficult process but we will be with you every step of the way. Our team of counselors, lenders, realtors, and inspectors work hard to make sure we relieve most of the stress that normally falls on homebuyers.