

## *Customer Documentation Information Required for*

### *Homebuyer Education Workshop!*

You are scheduled to come

On \_\_\_\_\_ at \_\_\_\_\_

Please submit the following information with your intake form so that we may reserve a seat in our next class. If you are currently working with a lender and have submitted this to the lender, you may sign consent to release information form and we will make arrangements with your lender to obtain the required information:

- Two years of signed tax return (IRS 1040 Form) (2 years of self-employment returns)
- Two years of W-2 forms from all jobs
- 3 most recent paycheck stubs from all jobs and verifications of all other income (Social Security letter showing current amount received; Court document ordering child support & check stubs or printout to show it is received; AFDC award letter, etc.) *If you are currently separated, we still need your spouse's verification of income.*
- 3 most recent bank statements (checking and savings)
- Contact information (landlord and employer's address, telephone number, and fax number)
- \$75 intake fee (check, money order, or exact cash amount) *Non-refundable-if you are a THDA loan customer, THDA picks up the training fee. Check with us to see if you are eligible to receive free or reduced pricing for the homebuyer ed classes.*

#### Directions:

Knox Housing Partnership (865) 637-1679

KHP is conveniently located at 109 N. Winona. From I-40 take the Hall of Fame exit which is exit 389. Heading towards downtown turn left at the E. Magnolia intersection. Go to the second traffic light and turn right on N. Winona. (Charlie and Sons Time Out Deli is located at this intersection). We are located in a stand along building at the corner of Linden Avenue and Winona and one block off of Magnolia Avenue. Parking is free.

