

DOCUMENTS/INFORMATION NEEDED TO QUALIFY FOR
MONTEREY COUNTY AFFORDABLE HOUSING PROGRAMS

Applicants for Monterey County's Inclusionary Housing Program, Neighborhood Stabilization Program (NSP), Down-payment Assistance and Rehabilitation Programs, buyers and renters, must be income and asset qualified. This process requires the following documentation to be submitted by each member of the household over the age of 18, whether or not they are working:

- Copies of Federal tax returns for the last 2 years, signed and dated in the “perjury” section for the tax payer to sign (in blue ink, please); please include all pages, attachments and schedules of the return along with the following:
 - o Copies of all W-2's;
 - o Interest paid back-up documentation (1099s);
 - o Copy of complete filed K-1 statement;
- If self-employed or receiving income from a business, a copy of a Year-To-Date Profit and Loss Statement for the business, as of the end of the most recent month, signed and dated (in blue ink, please);
- If divorced or separated, copy of the filed divorce decree or legal separation agreement and a copy of the settlement statements. If scheduled to receive spousal and or child support but not receiving it, a signed/dated affidavit explaining the situation;
- Copies of the last 2 most recent pay stubs. **INCOME IS ANNUALIZED BASED ON YEAR-TO-DATE GROSS INCOME STATED ON PAY STUBS OR OTHER MEANS OF VERIFYING CURRENT INCOME. IT IS NOT BASED ON GROSS INCOME FROM TAX RETURNS;**
- Copies of the last 2 months statements for all checking, savings, brokerage accounts, etc. (all pages) with explanations* for all unidentifiable deposits that are \$200 or more; and,
- Completed, signed and dated *Buyer or Renter’s Asset Statement*.

Household members over the age of 18 and not working is required to submit a signed/dated affidavit from the non-working member is required explaining their situation. If the household member is a student, they are required to submit both a copy of their most recent grades and a copy of their current class schedule.

*The following perjury statement must be added to the end of any explanation statement/letter, before the applicant’s signature and date of signature:

“I CERTIFY UNDER THE PENALTY OF PERJUARY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING STATEMENT/INFORMATION IS TRUE AND CORRECT.”

Additional information and/or documentation may be required.

INCOME AND EXPENSE STATEMENT
(Profit and Loss Statement)

(Name of business)

For the period January 1, 2021 – _____, 2021

INCOME:

_____ \$

Total Income to date: _____ \$

EXPENSES:

Office supplies \$
Auto (gas, tolls)
Utilities

NET INCOME for the period _____ \$
=====

I declare under the penalty of perjury under the laws of the State of California that the foregoing information is true and correct.

Signed: _____

Print Signer's Name

Date: _____