



Neighborhood Housing Services of Queens CDC, Inc.
6020 Woodside Avenue, Lower-Level Floor, Woodside, NY
11377 Tel: 718-457-1017 / Fax: 212-301-6633

Dear First-time Homebuyer,

Thank you for expressing interest in our program. To better assist you with the purchase of your first home, we will need you to complete the Intake, the Disclosure and Credit Card Authorization forms enclosed with this letter. After the form has been completed, please schedule a 1:1 appointment with the counselor at our website at [Appointments 2 — NHSQ.COM \(nhsq.com\)](https://www.nhsq.com). Submit all these forms along with copies of below documents via email directly to the counselor at dharris@nhsq.com via E-fax at 212-301-6633 or drop off in our locked mailbox at the office from Monday-Friday between 8am-6pm. Upon receiving your Intake Package, the Homeownership Counselor will review your information as well as pull your credit report. When you meet with our Homeownership Counselor, we will explain your options as well as obstacles and possible solutions to you becoming a homeowner. When submitting your Intake Package, do not forget to sign every page provided of all the forms, including the disclosure and credit/debit card authorization forms.

Please provide **copies only** of the following documents:

PERSONAL INFORMATION

- Tax Return **Federal Forms 1040's only** for the past two years (2023 and 2022)
- **W2 Forms for the past two years (2023 and 2022)**
- If self-employed: Business Tax Returns for the past two years, if applicable. PLUS, Year-To-Date profit & loss statement and balance sheet issued by accountant and the applicant.
- Two complete months of consecutive most recent paystubs
- Award Letter, if applicable (Alimony, Child Support, SSI, Pension, etc.)
- Driver's License or Valid (government issued) Photo

ID ASSETS

- Three months of most recent bank statements (all accounts)
- Three months of most recent Money Market/Annuity Account/IRA, if applicable
- Judgments or Liens filed against you in the last 10 years.
- Real Estate owned deed/Lease/Sales Contract

Please contact us with further questions at 718-457-1017 at ext. 05 or by email at info@nhsq.com

Please deliver these documents and ALL forms fully completed and signed **at least 3 business days prior to your appointment**: via email, E-fax or drop off on Monday-Friday between 8am – 6pm) at:

*Neighborhood Housing Services of Queens CDC, Inc.
Attn: Homeownership Counselor / First-time Homebuyer Program
6020 Woodside Avenue, Lower-Level Floor,
Woodside, NY 11377*

