

**JEFFERSON PARISH COMMUNITY DEVELOPMENT DEPARTMENT  
FIRST-TIME HOMEBUYER ASSISTANCE PROGRAM  
Preliminary Application Form**

Applicant Information:

**Name:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Daytime Telephone:** \_\_\_\_\_ **Cell or Home Phone:** \_\_\_\_\_

The following questions **must be** answered with a “Yes” response, supported with appropriate documentation, in order for a potential First-time Homebuyer to be deemed eligible to submit a funding application for consideration of receiving financial assistance for participation in Jefferson Parish’s First-time Homebuyer Assistance Program.

**Please submit Preliminary Application and all supporting documentation with name printed on the outside of a sealed envelope.**

1. As a first-time homebuyer, I/we have not owned a home in the last three (3) years.  
\_\_\_\_ (YES) \_\_\_\_ (NO). *If “No” please explain:*  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Have you completed a First-time Homebuyer Training Class **and** a Financial Fitness Training Class within the last two years? \_\_\_\_ (YES) \_\_\_\_ (NO) *If “Yes,” please attach a copy of the training certificates* and/or give the following information on the trainer:  
Organization Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Fax \_\_\_\_\_ Date Attended \_\_\_\_\_
  
3. Have you received a Community Development Work Sheet from the indicated mortgage lender for the purchase of the subject residence? \_\_\_\_ (YES) \_\_\_\_ (NO) *If “Yes”, please attach a copy of the Community Development Work Sheet. Please give the following information on the mortgage lender and attach a copy of loan pre-approval letter, if available.*  
Mortgage Lender Name \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_
  
4. Have you executed a Purchase Agreement for the purchase of the subject residence within Jefferson Parish?  
\_\_\_\_ (YES) \_\_\_\_ (NO) *If yes, please attach a copy of the Purchase Agreement* and give the following information on the residence being purchased:  
Address: \_\_\_\_\_ City: \_\_\_\_\_, LA Zip: \_\_\_\_\_
  
5. Do you have a copy of the most recent paycheck stub, **plus**, the past six (6) uninterrupted paycheck stubs (seven (7) total) for each employed member of the household? \_\_\_\_ (YES) \_\_\_\_ (NO).  
*If “Yes”, please attach a copy of the check stubs; if “No”, please explain.*  
\_\_\_\_\_  
\_\_\_\_\_

6. Are you self-employed, if so you must submit the last (2) years of Income Tax returns, and a Profit & Loss Statement for the present year. \_\_\_\_\_ (YES) \_\_\_\_\_ (NO). **If "YES", please attach copies of Tax Returns and Profit & Loss for the present year.**
7. Do you have a copy of the two (2) most current monthly bank statements for all financial accounts? \_\_\_\_\_ (YES) \_\_\_\_\_ (NO). **If "Yes", please attach a copy of all bank statements (checking, savings, 401-K, Retirement accounts, etc.)**
8. Do you have a copy of the most recent W-2 Wage and Tax Statement or 1099 Form for each employed member of the household? \_\_\_\_\_ (YES) \_\_\_\_\_ (NO). **If "Yes", please attach a copy of each form.**
9. Do you have a copy of the most recent IRS Tax Return? \_\_\_\_\_ (YES) \_\_\_\_\_ (NO). **If "YES", please attach a copy of the Tax Return.**
10. Have you completed all items on this Preliminary Application Form and attached all supporting documentation requested? \_\_\_\_\_ (YES) \_\_\_\_\_ (NO). **If "Yes," please sign and date the following Statements.**

**I/WE HEREBY CERTIFY TO THE BEST OF MY/OUR KNOWLEDGE AND BELIEF THAT THE ABOVE INDICATED INFORMATION, INCLUDING ALL ATTACHMENTS, IS TRUE, CORRECT AND COMPLETE. I FURTHER UNDERSTAND THAT MY PRELIMINARY APPLICATION WILL BE RETURNED IF FOUND TO BE INCOMPLETE.**

**ATTESTED TO BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_

Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
**DATE** \_\_\_\_\_

Signature

\_\_\_\_\_  
Print Name

**Please Note:** All incomplete Preliminary Applications submitted to Community Development Programs will be returned to the Applicant and will not be held by Community Development for completion of any missing information. Furthermore, a successfully completed and submitted Preliminary Application does not automatically guarantee eligibility for program participation or a funding reservation.

To be completed in the Office:

**60 Day Date:** \_\_\_\_\_

The property acquisition and related assistance hereby being applied for must be completed within sixty (60) days of the date stamped on your purchase agreement by Community Development.

Homebuyer(s) Initials	Date Signed	Housing Counselor Initials	Date
_____	_____	_____	_____

**Jefferson Parish Department of Community Development**  
**Detrich D. Hebert, Director**  
**1221 Elmwood Park Boulevard, Suite 605, Jefferson, LA 70123**  
 Rev. 04/28/15