

Santa Cruz County Planning Department
Measure J Affordable Housing Program

MEASURE J CERTIFICATION CHECKLIST

Name: _____ Email: _____ Phone number: _____
Address: _____ Total # of adults in household: _____ # of bdrms: _____

Documentation needed to certify households for a Measure J home include but aren't limited to:

Before we meet:

- Wage stubs for the last six (6) months for all income earners in the household. Stub should show year to date income earned.
- Documentation of all other income sources including, but not limited to, self-employment, pensions, annuities, alimony, child support, CalWorks, workman's comp., unemployment compensation, social security benefits, disability, etc.
- Your 6 months most recent statements for all assets including, but not limited to, checking, savings, brokerage accounts, stocks, bonds, retirement accounts and any other investment accounts.
- Complete Federal Income tax returns including tax form 1040, all attachments and schedules for previous three years with W2s attached.
- Full credit report for all adults in the household.
- Proof of live/work requirement (one of the following):
 1. Drivers license
 2. Bank deposit statement
 3. Utility bill
 4. Phone bill
 5. Paycheck stub with employers address on it
 6. W-2 form
- Purchase contract signed by all parties.
- Pre-qualification letter and form number 1003 & 1008 from a lender.
- Name, address, phone number, escrow officer and escrow number from title company.

During the meeting:

- Disclosure of Measure J program and recorded documents.

Any time before the close of escrow:

- Property inspection.
- Certificate of completion of an approved First Time Home Buyer Class.