

Santa Cruz County Planning Department
Measure J Affordable Housing Program

MEASURE J CERTIFICATION CHECKLIST

Name: _____ Email: _____ Phone number: _____

MJ Address: _____ Total # of adults in household: ____ # of bdrms: ____

Documentation (complete copies) 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 and organized from most recent to oldest.
- Documentation for the last six (6) months of all other income sources including, but not limited to, self-employment, pensions, annuities, alimony, child support, CalWorks, worker'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 organized from most recent to oldest.
- Complete Federal Income tax returns including tax form 1040, all attachments and schedules for previous three years with W2s attached.
- IRS Form 4506T filled out and sent to the IRS. See instructions on 2nd page of Form 4506T.
- Full credit report, government issued ID and background check for all adults in the household.
- Proof of live/work requirement (two or more of the following):
 1. Drivers license
 2. Bank deposit statement
 3. Utility bill
 4. Phone bill
 5. Paycheck stub with employer's address on it
 6. W-2 form
- Purchase contract signed by all parties.
- Pre-qualification letter, forms 1003 & 1008 from a lender, or proof of financing.
- Name, address, phone number, escrow officer and escrow number from title company.
- Underwriting fee of \$200.00 paid to the order of "County of Santa Cruz".

Any time before the close of escrow:

- Property inspection.
- Certificate of completion of an approved First Time Home Buyer Class.
- Long Form Preliminary Report & Appraisal
- Estimated Settlement Statement
- Disclosure of Measure J program and recorded documents.

Please remember we need copies of your personal documents, no originals are accepted.