

IMPORTANT STEP FOR THE NEW HOME DEVELOPMENT PROGRAM (NHDP):

AGENTS: Have your client(s) email the following information to
Donesha Albrow -dalbrow@houstonlandbank.org at the Houston Land Bank.

Name-

Phone Number-

Email Address-

Mailing Address-

Household Size-

Yearly Salary-

Job Occupation-

HAP #- (Homebuyer Assistance Program) – Donesha will request the buyer's HAP # from the City (if needed)

Just a reminder, the Income Certification letter from the City is one of the required documents needed when submitting an offer for the homes under this program. Below you will find the list of documents that the city will need.

Once the buyer has the HAP #, they will need to upload the following documents into their online portal which you can find here <https://houstontx.gov/housing/hap.html> . Scroll down to the middle of the page where it says How to Submit documents and click open portal.

- Copy of Driver's License or ID
- Copy of Social Security Card or Passport
- Homebuyer Education Certificate
- Most recent 3 months of paystubs
- Award Letter for any Benefits (if applicable)
- Most recent 3 months of checking account statements
- Most recent month savings account statements, retirement accounts, etc.
- Recent year tax returns with all schedules
- Signed divorce decree (if applicable)
- Lender Preapproval letter