



Individual Development Account Program (IDA) Checklist

Neighborhood Housing and Community Development (NHCD)

Mailing Address: P O Box 1088 Austin, Texas 78767

Delivery Address: 1000 E 11th Street, Suite 200

Phone: 512-974-3100 Fax 512-974-3161 email: idaprogram@austintexas.gov

Name: _____ Date: ____/____/____

**Please make sure all documents have current dates and are clear and legible.
Incomplete applications with missing documents will delay your approval.**

- Complete Application
- Copy of Texas Driver's License or ID
- Copies of Social Security Card for applicant and ALL other household members
- Copy of Permanent Resident Card for applicant and ALL other household members
- Proof of address (*utility bill, or lease agreement*)
- 3 most current pay stubs for applicant and ALL other household members
- Non-employer income for applicant and ALL other household members – Copy of award letter: SSI, SS, Child Support, Food Stamps etc.
- Prior Year W-2 Forms for applicant and ALL other household members
- Most current year Tax Return (two years for business) for applicant and ALL other household members
- Most recent 1099 Form if self employed
- Zero Income Certification form (for all unemployed household members over 18)
- Realizing the American Dream* Certificate (Completion Date _____)
- Copy of your full Credit Report and credit score (*for Home Buying Program Only*)
- Copy of most current investment statements (401k, Pension, etc.)
- Copy of most current checking and saving balance statements

You can submit your original application and backup documents by mail, fax or email.