**IDA Asset Purchase Withdrawal Documents Checklist**

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| **IDA PARTICIPANT NAME:** |  |

**DATE:**      /     /20      **WITHDRAWAL NUMBER:**

**Primary Residence Homeownership**

Pre-approval package and down payment assistance (If applicable)

Closing documents (GFE, TILA, appraisal, title, inspections, HUD-1, etc..)

Proof of pre-purchase homeownership counseling

Proof of insurance

Copy of purchase agreement

Asset purchase request form

Asset purchase invoices/estimates

**Education and Job Training**

Acceptance letter

Registration form or acceptance of enrollment

Course outline from school showing classes taken

Bursar bill

Financial aid documentation (if applicable)

Asset purchase request form

Asset purchase invoices/estimates

**Small Business (Starting)**

Approved business plan

Documentation showing that participant has opened a business account

Proof of registration with the Secretary of State or municipality (as applicable)

Proof of Federal Tax ID Number

Copy of business license

Application for business loan (as applicable)

Proof of receipt of business loan (as applicable)

Asset purchase request form

Asset purchase invoices/estimates

**Small Business (Expanding)**

Proof of Federal Tax ID Number

Approved business expansion plan

Application for business loan (as applicable)

Proof of receipt of business loan (as applicable)

Asset purchase request form

Asset purchase invoices/estimates

**Owner Occupied Repair**

Estimate(s)

Invoice(s)

Pre and post photos (when available)

Rehabilitation plan

**Motor Vehicle Purchase**

Purchase Agreement/invoice (and fees)

CarFax report

Kelly Blue Book value (used car)

Copy of current driver’s license

Copy of current vehicle insurance

Motor vehicle title

Bill of Sale

Motor vehicle registration

**Emergency**

Medical care expenses or obtain medical care for IDA household member

Eviction notice

Foreclosure of primary residence

Meet critical living expenses (food and heat) following loss of employment