



12972 San Pablo Ave tel: 510.237.6459
Richmond, CA 94805 fax: 510.237.6482
www.richmondnhs.org

Dear Future Homeowner:

Thank you for choosing Richmond Neighborhood Housing Services Inc. (RNHS) as your Housing Education & Counseling provider. RNHS is a HUD-approved 501(c)(3) not-for-profit corporation that provides housing counseling dedicated to creating vibrant communities and building assets that make a positive impact in people's lives.

Successful completion of the Pre-Purchase course and the One-on-One counseling session qualifies you for special loans, down payment assistance programs and exclusive listings for first time homebuyers.

To start the process, please provide the following:

1. Complete the attached counseling application.
2. Provide two consecutive months of paycheck stubs or source of income for each applicant.
3. Provide three consecutive months of bank statements from all institutions.
4. If credit is above 620, provide last three years of tax returns with all schedules, W-2's and 1099's for each applicant. **INCLUDE ALL PAGES.**
5. Credit report payment (\$30 per individual or \$55 per couple)

Once completed please sign and date the application and return by using one of the following:

Mail: 12972 San Pablo Ave, Richmond, CA 94805

Email: tisha@eastbaynhs.org

Fax: (510) 237-6482

Once your application is processed, we will schedule your initial one-on-one counseling session in person or by telephone with a certified personal counselor.

NOTE: If your application is incomplete, this will delay your appointment with a certified personal counselor to guide you every step of the way.

RNHS is looking forward to assisting you in achieving your financial goals. Please feel free to contact us at (510) 237-6459 for any additional questions or concerns.

Sincerely,
The RNHS Team