



Highlands County Housing Division SHIP Purchase Assistance Application

Step 1: Gather Your Documents

Documents Needed

Before you begin the online application, gather and be prepared to upload the following documents.

- Pre-qualification Letter from your lender
- Homebuyers class certificate of completion
- Photo Identification of each household adult
- Social Security Card for each household member
- Birth Certificate for household members under 18yrs
- Proof of income received within the past **60 days** for all household members: Paystubs, Social Security Benefit Letter, Pension, Child Support, TANF, Unemployment
- If self-employed – two years most recent tax returns and profit and loss statement
- Checking Account Statements –3 months
- Electronic Banking (**Chime, Pay Pal, Apple Cash** etc.) –3 months
- Savings Account Statements – 3 months
- **Cash App** Statements – 3 months

NOTICE: Applications MUST include all required documents. Documents should be uploaded with your application or emailed to SHIP@highlandsfl.gov within 7 calendar days of the application submission date. Screen shots of financial documents will not be accepted. Applications without the necessary documents will be denied.

Step 2: Complete the Neighborly application online

Take your time and be patient. If you run into any problems while completing the application or are unable to complete a Neighborly application online, call 863-402-6648 for assistance Monday through Friday 8:00 a.m. to 5:00 p.m.

Step 3: Be patient and wait to be contacted

All applications are reviewed in the order that they are received. Someone from the Housing Division will review your application and reach out to you by phone or email to complete the application and screening process. It is important that your contact information is correct on the application.

Other forms may be requested:

- Employer Verification of Employment
- Unemployed Affidavit
- Divorce decree
- Court-ordered letter of guardianship
- Power of Attorney (POA) for any adult in household