

DOCUMENTS TO LOAD INTO COMPASS:



In order to complete the application process for the Neighborly Fund's Zero-Interest Emergency Loan program, you will need to submit additional documentation. Available funds for qualified applicants are limited, so your timely follow-up to complete your application is important.

Once you submit the online application, you will receive an e-mail from us, asking you to setup an account in Compass. In order to review your application in full, you will need to upload the following documents through your Compass Account:

- **Documented hardship:** Layoff, furlough notice, unemployment filing, past due utilities or mortgage.
- **Proof of homeownership:** Mortgage statement, copy of tax bill, utility bill, garbage bill, or copy of Deed title.
- **Income Source:** Most recent employment paystub(s), Profit & Loss Statement, or Social Security Award Letter (if applicable).
- **Year-end tax documentation:** Most recent W2 or 1099.
- **A copy of your Photo ID**
- **Signed Credit Report Authorization Form**
- **Signed Borrower Certification Authorization Form**
- **Consent To Receive Documents Electronically Form**

DO NOT TAKE PICTURES with your phone to submit these private documents. All documents must be uploaded in PDF format. No screen shots will be accepted. ****PRO TIP:** There are free Scanner apps for smartphones, which allow you to take snapshots of your documents and convert them to PDF's.

If you are not able to scan and upload your documents, you can mail them to:
570 South Avenue, Rochester, NY 14620.

****Note:** we highly encourage you to submit your documents online. Mailing these documents will cause a delay in reviewing your application for this program, which has limited funding.

Once your documents have been confirmed received, a loan officer will reach out to you within 2-3 business days about your application. Please keep an eye on your email and postal mailboxes for additional communications.

Thank you!