



Asset Purchase Checklist

All required documentation must be received by the Opportunity Passport™ Coordinator before any funds can be matched. **Reimbursement costs will not be approved.**

Opportunity Passport™ Coordinator • OpportunityPassportAZ@gmail.com

VEHICLE

PURCHASES THAT WILL BE MATCHED:	PURCHASES THAT WILL NOT BE MATCHED:
New or used vehicle	Car loan payments
First car insurance payment	Non-running vehicles
Title and registration fees	Vehicles without clear title
Major repairs (<i>more than \$250 for the total cost of repairs</i>)	Routine vehicle maintenance

REQUIRED DOCUMENTATION FOR NEW OR USED VEHICLE:

- Written description of vehicle (make, model, year), the cost and from whom it will be purchased, such as a purchase agreement
- Documentation of a used vehicle's worth (ex. Kelly Blue Book value for similar vehicle)
- Insurance information, including insurance agency and agent's name, quote from the insurance agency detailing the estimated cost of insurance
- Copy of car title with seller's name if purchasing from an individual
- Copy of participant's VALID driver's license
- Completed Asset Purchase Request Form
- Bank balance statement showing proof of funds saved

REQUIRED DOCUMENTATION FOR MAJOR REPAIRS

- Description of the vehicle and the repair needed (quote/estimate from mechanic)
- Proof that the vehicle is owned by the participant (copy of title or registration)
- Attend Transportation training or individual meeting with Opportunity Passport™ Coordinator
- Completed Asset Purchase Request Form
- Bank balance statement showing proof of funds saved

CREDIT BUILDING

PURCHASES THAT WILL BE MATCHED:	PURCHASES THAT WILL NOT BE MATCHED:
Fees or expenses to remove barriers to opening a bank account or to get out of ChexSystems	Loans or debt payments that do not impact a credit score
Legal obligations (tax liens, court fees related to identity theft or credit repair)	
Credit building loan payments	
Secured credit card payments	
Bank Certificates of Deposit (CDs), mutual funds or stocks	

REQUIRED DOCUMENTATION:

- Explanation from creditor of amount owed, for what, and payment terms (if applicable)
- Description of investment to be purchased from financial institution (if applicable)
- Completed Asset Purchase Request Form

HOUSING

PURCHASES THAT WILL BE MATCHED:

First month rent and deposit
Down payment on a house
Renters/homeowners insurance with a new lease or mortgage (<i>one time match only</i>)

PURCHASES THAT WILL NOT BE MATCHED:

Home furnishings or appliances
Insurance for an existing apartment or house
Informal or temporary living arrangements
A roommate's share of rent/deposit

REQUIRED DOCUMENTATION:

- Copy of completed/signed lease agreement
- Copy of mortgage agreement
- Bill or statement of insurance coverage if matching for insurance
- Completed Asset Purchase Request Form

HEALTH

PURCHASES THAT WILL BE MATCHED:

Medical and dental expenses not covered by insurance
Eye exams, prescription eye glasses, contact lenses not covered by insurance
Participant's share of health insurance premiums, co-pays and deductibles
Medical debt

PURCHASES THAT WILL NOT BE MATCHED:

Over the counter medication
Over the counter medical supplies

REQUIRED DOCUMENTATION:

- Copy of invoice, receipt, or Explanation of Benefits (EBO) from insurance indicating patient's portion of total cost
- Quote of costs from medical provider
- Completed Asset Purchase Request Form

MICRO-ENTERPRISE

PURCHASES THAT WILL BE MATCHED:

Opening an appropriate, sustainable small business
Proportionate share of start-up expenses if business involves partners

PURCHASES THAT WILL NOT BE MATCHED:

Short-term or inappropriate small businesses
Franchise fees

REQUIRED DOCUMENTATION:

- Copy of business plan (including estimate of up-front expenses and cash flow)
- Completed Asset Purchase Request Form

EDUCATION

PURCHASES THAT WILL BE MATCHED:

Tuition, registration and required fees
Text books and required equipment
Computer
Course required supplies and materials
Driver's education/training

PURCHASES THAT WILL NOT BE MATCHED:

Job search expenses

REQUIRED DOCUMENTATION:

- Copy of class schedule, course packet and/or syllabus
- Completed Asset Purchase Request Form