

# **City of Pasco**

## **Community Housing Improvement Program (CHIP)**

*Some of the items listed below may not apply to you; provide us with those that apply to your circumstances:*

- LENDER PRE-APPROVAL LETTER
- FIRST TIME HOMEBUYER CERTIFICATE\*
- LAST 2 MONTHS WORTH OF PAY STUBS
- LAST 6 MONTHS BANK STATEMENTS FOR **ALL ACCOUNTS**
- LAST 2 YEARS TAX RETURNS WITH ALL W-2's (Signed and dated) \*
- YEAR-END STATEMENTS OR PRINTOUTS FROM NON-TAXABLE INCOME SOURCES (Public Assistance, Child Support, Soc. Security, L & I Benefits, VA Benefits, etc.)
- MOST RECENT AWARD LETTERS OR CURRENT STATEMENTS FROM:
  - Social Security / SSI\*\*
  - Child Support
  - Public Assistance
  - VA Benefits
  - L & I
  - RETIREMENT PAY
- MOST RECENT STATEMENT(S) FROM STOCKS, BONDS, MUTUAL FUNDS
- PROOF OF LEGAL RESIDENCY

\*To schedule a First Time Homebuyer Classes:

Visit the Washington State Housing Finance Commission (WSHFC) at

<http://www.wshfc.org/buyers/education.htm>

Visit the HUD.gov portal for Homeownership Resources in Washington State at

<http://portal.hud.gov/hudportal/HUD?src=/states/washington/homeownership>

Take the Class Online for \$50.00 at

<http://www.ehomeamerica.org/wshfc>

\*\* If you do not have a copy of your tax return, please call [1-800-829-3676](tel:1-800-829-3676) or [1-800-829-1040](tel:1-800-829-1040) to obtain Form 4506-T and request your tax return transcript or go to [www.irs.gov](http://www.irs.gov).

\*\*To request a proof of income letter from Social Security visit

[www.socialsecurity.gov](http://www.socialsecurity.gov) (click on what you can do online and then click on Request a Proof of Income Letter)



**PLEASE CALL US AT 509-545-3441 IF YOU HAVE ANY QUESTIONS ABOUT THE ABOVE INFORMATION. THANK YOU!**