

# WASATCH COUNTY HOUSING AUTHORITY

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## Required Forms and Documentation for Down Payment Assistance Loans

The following items, as applicable, are required to be considered for a WCHA Down Payment Assistance Loan:

- Completed loan application.
- Copy of Real Estate Purchase Contract (REPC) for property being purchased.
- Pre-approval letter from first mortgage lender.
- Copies of driver licenses, social security cards, and/or permanent resident cards.
- Verification of employment forms for all household members eighteen (18) years of age and older that are currently employed. These forms are to be returned by the employers and will not be accepted from applicants directly. For employees of Wasatch County School District, a copy of the annual contract will meet this requirement.
- Four most recent pay stubs or other forms of proof of payment from all sources of income, including, but not limited to, employment (including military), church or other charitable donations, pensions, workers compensation, unemployment benefits, social security (Notice of Award), alimony and/or child support (copy of divorce decree and recent statement from Office of Recovery Services (ORS)), Aid to Families with Dependent Children (AFDC), and Temporary Assistance for Needy Families (TANF).
- The two most recent federal income tax returns filed with accompanying W-2's. If tax returns have not yet been filed for the past year, W-2's, if available, or the last pay stub will be required.
- Certificate of completion of the Home Buyer Education Class and Personal Financial Counseling provided by Community Action Services and Food Bank, 815 South Freedom Blvd, Suite 100, Provo, UT, (801) 373-8200.