

CHESAPEAKE REDEVELOPMENT AND HOUSING AUTHORITY
HOME DOWNPAYMENT ASSISTANCE PROGRAM (DPA)
INITIAL REQUIRED VERIFICATION DOCUMENTS

The following items must be included when submitting your application.

Please check all items that are applicable to your household, attach and submit to CRHA Community Development Department; 1468 S. Military Highway, Chesapeake, VA 23320. Fax #: (757) 523-1601 Tel. #: (757)233-6401

- 1 Copy of Pre-approval letter from a mortgage lender
- 2 Copy of VHDA Homeownership Education Class Certificate and Spending
- 3 Copy of Federal Tax Return for last year filed
(If self employed, copy of last 2 years filed)
- 4 Copy of W-2s for last year filed
(If self employed, copy of last 2 years filed)
- 5 Copies of last current six (6) months of monthly Bank or Credit Union Checking and one (1) month Savings Account Statement(s)
- 6 Copy of recent Pay Stubs for all employed household members covering a 60 day period
- 7 Copy of Statement of Social Security, SSI, Annuities, or Pension Verification
- 8 Copy of DCSE Statement of monthly payments for last 12 months or copy of Divorce Decree stating such payments
- 9 Copy of Alimony payments or Divorce Decree stating such payments
- 10 Copy of Statements of Interest, dividends, and other net income of any kind from real or personal property
- 11 Copy of Statements of Payments from Insurance Policies, Retirement Funds, Pensions, Disability or Death Benefits and other similar types of periodic receipt, including a lump-sum amount or prospective monthly amounts for the delayed start of a period payment
- 12 Copy of Documentation of Unemployment and Disability compensation, Worker's Compensation and Severance Pay
- 13 Copy of Statement from Social Services for Welfare Assistance

Note: The Federal HOME (DPA) Program regulations and the Neighborhood Stabilization Program (NSP) require that income of all household members be included in the determination of income. Should you have any questions regarding acceptable documentation, please contact the CRHA Community Development Department at (757) 233-6401.