



**TOWN OF TRUCKEE
FIRST-TIME HOMEBUYER
DOWN PAYMENT ASSISTANCE PROGRAM**

INSTRUCTIONS FOR COMPLETING APPLICATION PACKAGE

1. Complete the Application Checklist form. Include with your application package.
2. Complete the Town of Truckee First-Time Homebuyer Down Payment Assistance Program application form. Include with your application package.
3. Complete the Self Certification of Household Income form (instructions follow). Include with your application package.
4. Complete the Local Eligibility Requirement form. Attach a copy of a current utility bill in the applicant or co-applicant's name to document living in Truckee. Include with your application package.
5. Provide a copy of your pre-approval from your mortgage lender. This form should include the amount of the pre-approval, interest rate and the lender's information and be dated with 60 days of the application. Include with your application package.
6. Sign the Fair Lending Notice. Include with your application package.
7. Provide a signed copy of 2008 your Federal income tax return including W-2's and/or 1099's. If the applicant and co-applicant filed separate income tax returns provide a copy of both. If other members of your household are 18 years of age provide a copy of their income tax return. Note: If a portion of your household income is derived from the operation of a business provide both your 2007 and 2008 federal income tax returns. Include tax return(s) with your application package.
8. Verification of Employment form. Complete one form for each employer for each member of your household over 18 years of age. Complete the top portion of the form only. (Make copies of this form as needed.) Do not submit to your employer. Include with your application package.
9. Provide copies of wage stubs for the past 60 days for all members of your household over 18 years of age.
10. Provide copies of your bank statements, both checking and savings, for all household members over 18 years of age.

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