

West Piedmont Planning District Commission
Income Verification Form

Income Verification Form Directions

Income Verification Form – Instructions

Please review the following instructions carefully before completing the Income Verification Form. Accurate and complete information will ensure timely processing of your application.

1. Applicant Information

Provide all requested information for the Buyer and Co-Buyer.

2. Additional Household Members

List all household members **other than** the Buyer and Co-Buyer.
Be sure to include each person's full name and their relationship to the Buyer or Co-Buyer.

3. Financial Information – Monthly Income

Report **all monthly income** for the Buyer, Co-Buyer, and any household members who are **18 years of age or older**.

Examples include wages, salaries, business income, disability benefits, Social Security, pensions, and other recurring income.

4. Household Assets

List all checking, savings, and money market accounts held by the Buyer, Co-Buyer, and any household members age 18 or older.

Provide the following details for each account:

- Account holder's name
- Financial institution
- Current balance(s) in checking, savings, or money market accounts

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5. Other Assets

List any additional assets held by the Buyer or Co-Buyer. Examples include:

- Stocks
 - Bonds
 - Certificates of deposit (CDs)
 - Other financial investments
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6. Required Documentation

For **each source of income**, submit **one** of the following:

- Two (2) most recent pay stubs
- Social Security benefit determination letter
- Most recent federal income tax return (for business income)
- **Three (3) most recent bank statements may be used to verify all other sources of income**

You must also provide **bank statements** for all checking, savings, CD, and money market accounts.

7. Submission Instructions

If using the *fillable PDF*

1. Complete all required fields.
2. Sign and date the form.
3. Save the file and email it to **Chasta White** at **cwhite@wppdc.org**.

If using the *manual (printed) version*

1. Complete all required fields by hand.
2. Sign and date the form.
3. Scan the completed form and email it to **cwhite@wppdc.org**.

Forms may also be delivered in person at the address below.

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8. After Submission

Once your initial form is approved, you will be asked to provide supporting documentation.

Documentation may be submitted by email or delivered in person. Copies can be made at our office.

Submission Address

West Piedmont Planning District Commission
1100 Madison Street
Martinsville, VA 24115

West Piedmont Planning District Commission – Villa Heights Homebuyer Income Verification

Applicant Information

Buyer Name: _____

Co-Buyer Name: _____

Street Address: _____

City/Town: _____

State: _____

ZIP Code: _____

Additional Household Members

Name	Relationship to Buyer

Financial Information – Monthly Income

Source of Income	Applicant	Co-Applicant	Other Household Members
Wages, Salaries, Tips, Business Income			
SSI			
Social Security			

VA Benefits			
Disability Income			
Pension			
Rental Income			
Other (Specify)			

Household Income – list all sources of income for each household member. **ATTACH VERIFICATIONS**

Household Assets

Household Member	Financial Institution	Savings Balance	Checking Balance

List cash assets including checking, savings, and money market accounts. **ATTACH VERIFICATIONS**

Other Assets

Household Member	Asset Description	Anticipated Annual Value

List other cash assets including stocks/bonds, CDs, etc. **ATTACH VERIFICATIONS.**

Certification & Signatures

By signing below, I/we certify that all information provided in this application is accurate and complete to the best of my/our knowledge. I/we authorize verification of all information provided.

Buyer Signature: _____ Date: _____

Co-Buyer Signature: _____ Date: _____

Intake Personnel Signature: _____ Date: _____

Application Status: ☐ Approved ☐ Denied

Reviewer Signature: _____ Date: _____