 Community Services

33325 8th Avenue South

Federal Way, WA 98003-6325

253 835-2401

*www.cityoffederalway.com*

Thank you for your interest in the City of Federal Way’s Housing Repair Program. This program will assist qualified homeowners with housing problems that require action to protect the health and safety of its occupants or the neighborhood as a whole. I have included information ***on loan types, an application and frequently asked questions*** for your review.

In order to process your application, we need the following information from you:

* + - Income verification for all income received by each occupant of your home which can be, but is not limited to, copies of last year’s tax return, three (3) months paystubs, social security, disability, pension, annuity or retirement benefit award statements. Bank statements are needed for six months prior to application.
    - If self-employed include your complete business tax return, business bank account statements. Applicants must provide the most recent 3 years of W-2’s and/or 1099’s.
    - If your home is a mobile or manufactured home, submit a copy of your Washington State Vehicle Certificate of Ownership. If a bank or institution is the legal owner, please send documentation showing you as the borrower and your mobile home as the property or collateral for the loan. Legal title of your home is required for program eligibility. A vehicle registration form is not proof of ownership. Please do not send vehicle registration forms with your application.
    - Proof of homeownership through mortgage paperwork.
    - Proof of current homeowners insurance.
    - Proof of being current on property taxes. An informational statement may be obtained by contacting the King County Treasury Operations at (206) 296-0923.

\*Please note that if you have a reverse mortgage we may not be able to assist with your housing repair needs.

Again, thank you for your interest in the Housing Repair Program. I look forward to receiving all of your documentation. If you need assistance, please don’t hesitate to call.

Thank you,

Jeri-Lynn Clark

Program Administrator

253-835-2401

[Jeri-Lynn.Clark@cityoffederalway.com](mailto:Jeri-Lynn.Clark@cityoffederalway.com)