

HOME REHABILITATION GRANT APPLICATION CHECKLIST

Before qualifying for housing rehab work, you will need to verify your income, and the ownership of your house. No rental properties will be worked on with this program. You must be presently living in the home. There can only be ONE (1) residence on the property.

Attach this checklist with ALL of the following applicable information when returning your application:

- 1. **Completed and SIGNED application pages**
- 2. **Proof of INCOME:** (... for ALL adults in the household must be verified)
 - PAY RECEIPTS from current job(s) or letter from employer regarding pay (**at least 3 months pay stubs**)
 - RETIREMENT, DISABILITY INCOME receipts
 - SOCIAL SECURITY, AFDC, WORKMAN'S COMP, UNEMPLOYMENT, etc., RECEIPTS indicating income from all government assistance (must be dated within the past 6 months)
 - BONDS, STOCKS, ANNUITIES, and other investments' FORMS (401K/Retirement Accounts)
 - ALIMONY, CHILD SUPPORT CHECKS (most recent)
 - FOOD STAMP BENEFIT LETTER
- 3. Copies of **SAVINGS & CHECKING account statements for past 3 months**
- 4. **Proof of HOME OWNERSHIP:**
 - COPY OF RECORDED WARRANTY DEED, or other proof of ownership (showing where recorded) - NOT Deed of Trusts
 - COPY of any additional QUIT CLAIM deeds
 - COPY OF DEATH CERTIFICATE (if one of the owners on the Deed are deceased)
 - COPY OF PROBATED WILL, if applicable
 - PROPERTY TAX FORMS (receipt for payment of taxes)
- 5. COPY of **HOME INSURANCE POLICY**, if your home is insurable
- 6. COPY of **septic system permit** papers/documentation (if you have them, or obtain from the local health department)
- 7. COPY of most recent electric and water bill.
- 8. COPY of most recent mortgage statement.

Applications received without the necessary documentation attached will not be considered.

Due to the limited amount of grant funds available, not everyone who qualifies will receive grant assistance. Qualified applicants are ranked through a priority list and funds will be spent as we work our way down the priority list in order of ranking.