



PROPERTY OWNER CHECKLIST FOR HOUSING REPAIR

Please have the following documentation with you for your appointment. Information below is to be provided for each adult (All 18 years of age and older) living in the home.

- 1. **Driver's License or Government-Issued Photo ID:** current, not expired, in color
- 2. **Social Security Card**
- 3. **Birth Certificate** for each child living in home - Any person under 18 years of age
- 4. **Verification of Income:** (All THAT APPLY)
 - A. Assets on deposit (last 3 months of saving and checking account statements)
 - B. Social Security benefits letter for each recipient
 - C. Any income from business, rental/lease income, etc.
 - D. Employment [wage/salary agreement, current two (2) months of pay stubs]
 - E. Unemployment benefits
 - F. Veteran's benefits or military service
 - G. Public assistance
 - H. Pensions, annuities, 401K, other retirement benefits
 - I. Alimony/separation and/or child support payments
- 4. **Verification of Property Ownership:** copy of deed
- 5. **Verification of Property Tax:** copy of paid property tax receipt
- 6. **Verification of Mortgage:** Statement that shows the initial purchase price and outstanding balance
- 7. **Verification of Residence:** two months of most recent utility bills showing property address and owner
- 8. **Application for Assistance:** Completed form signed by all homeowners, including list of all repairs to be done