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