

## Monroe County Home Improvement Program

### REQUIRED DOCUMENTATION CHECKLIST



The first box contains a list of all documents that are required at the time of initial application. The second box contains a list of additional documentation that may be requested at a later date. Please note that program regulations require that income documentation be no older than six months old at the time that program funds are expended, therefore, it may be necessary to resubmit documentation upon request.

#### DOCUMENTATION REQUIRED AT TIME OF APPLICATION SUBMISSION

- MOBILE HOME OWNERS - Submit a Bill of Sale and proof that any lot rent is paid current
- DRIVER'S LICENSE and/or IDENTIFICATION CARD for all household members age 18 and over
- SEPARATION/ DIVORCE DECREE - Submit cover and pages indicating property awards and dependent care
- FEDERAL INCOME TAX RETURN - Pages 1 and 2 of most recent year Federal return
- TWO CURRENT, CONSECUTIVE BANK STATEMENTS with all pages for all checking, savings, retirement, investment, etc. accounts for all household members 18 and older
- EMPLOYMENT - Submit a copy of three (3) most recent, consecutive payroll check stubs for each employed household member age 18 and older
- UNEMPLOYMENT - Submit documentation of benefits received for any unemployed household member age 18 and older
- SOCIAL SECURITY BENEFITS - Submit a copy of current year Award Letter(s) for all household members receiving benefits for Social Security, Social Security Disability or Supplemental Security Income
- PENSION, DISABILITY, WORKMENS' COMPENSATION, etc. - Submit a copy of two (2) most recent statements, checks, etc. to document current payments
- CHILD SUPPORT - Submit Child Support History for the last 6 weeks or court documents indicating support

#### ALL OF THE ABOVE DOCUMENTATION, TOGETHER WITH THE FOLLOWING DOCUMENTATION WILL BE REQUESTED DURING THE REVIEW PROCESS

- PUBLIC ASSISTANCE, submit a copy of Budget Letter
- A COPY of the "DECLARATION PAGE" of your HOMEOWNER'S INSURANCE showing:
  - Agent's name and phone number
  - Amount of dwelling coverage
  - Policy expiration date
- CURRENT MORTGAGE STATEMENT documenting that account is current and all payments are made to date
- DEATH CERTIFICATE - if anyone listed on your deed is deceased
- FEDERAL INCOME TAX RETURN – all pages of current year federal tax returns for all household members

