

MONROE COUNTY HOME IMPROVEMENT PROGRAM

ACCEPTABLE DOCUMENTATION FOR DETERMINATION OF PROGRAM ELIGIBILITY

Please submit the documentation listed below as well as two (2) current, consecutive bank statements for all accounts you have, regardless of income type.

Income

- **Wages and Salaries**
 - ✓ Current federal income tax return, including all schedules, W-2 forms and/or 1099 forms
 - ✓ 6 current, consecutive pay stubs for each wage earner in household
 - ✓ If self-employed, submit financial statements, Schedule "C" profit/loss statement and supporting documentation
- **Social Security Statement or SSI Benefits**
 - ✓ Monthly benefits statement for current year
 - ✓ Bank statements (2 current, consecutive) if direct deposited
 - ✓ Copy of check
- **Retirement/Pension**
 - ✓ Statement
 - ✓ Bank statements (2 current, consecutive) if direct deposited
- **Other Income** – please submit available documentation of any of the following types of income
 - ✓ Alimony
 - ✓ Child Support
 - ✓ Public Assistance (cash grants, food stamps, etc.)
 - ✓ Disability or Veterans Benefits
 - ✓ Trusts
 - ✓ Unemployment
 - ✓ Workers' Compensation
 - ✓ Any income/support that is coming into the household (notarized support letters)
- **Assets**
 - ✓ Copies of bank statements (2 most recent, all pages)
 - ✓ Rent receipts
 - ✓ Documentation of all income earned on assets including savings, stocks, certificates of deposit, rents, royalties, etc.

Proof of Residence Ownership

- Copy of deed
- Copy of mortgage statement (if applicable)
- Copy of paid County tax bill

Proof of Homeowner's Insurance

- Copy of current homeowner's insurance declarations page
- Depending upon the type of repairs requested, a letter may be required from your insurance agency verifying whether the repairs are covered under your homeowner's insurance policy.
- At the time of contract, Monroe County is to be added as a loss payee to homeowner's insurance

Proof of Disability (for handicapped accessibility assistance)

- Doctor's written statement on prescription pad or letterhead, including phone number, describing handicap/disability