

APPLICATION CHECKLIST: HOUSING REHABILITATION ASSISTANCE PROGRAM

Please provide all listed necessary documentation and information that applies to your application.

A copy of the most recent mortgage loan statement(s) and any loan modification agreement. All mortgage payments and property taxes must be current.

Copies of all pages of current savings account statements and asset statements such as certificates of deposit (CD), money market accounts (MMA), individual retirement accounts (IRA), stocks, bonds, 401K and/or any individual or jointly-owned investment accounts for all members of the household.

Copies of 6 months of bank or credit union checking account statements, including all numbered pages, for all household members.

Copies of 60 days of paystubs reflecting year-to-date earnings for all members of the household who are 18 years of age or older.

If self-employed: Copies of the most recent 2 years of individual and business income tax returns, including all pages and schedules, and a year-to-date profit and loss statement representing revenues and expenditures.

A copy of the current year Social Security income benefits statement for all household members receiving SSA, SSD, SSI or other Social Security benefits. A statement is available by contacting the Social Security Administration at 1-800-772-1213 or by visiting the local Social Security office. An account can be established online at www.socialsecurity.gov.

Written verification of all additional sources of income including alimony, child support, adoption allowance, AFDC/TANF, pensions, retirement, disability, annuities, dividend accounts or any periodic source of income. These statements can be obtained by contacting the benefits provider.

A copy of the most recent federal income tax return for all adult household members or a signed written statement as to why tax returns were not filed.

Provide one of either a birth certificate for all dependent children, school records, court ordered letter(s) of guardianship and/or custodial care, a divorce decree or a letter of adoption for all household members under the age of 18.

A copy of the homeowner's property insurance policy and flood insurance declaration page.

A copy of the warranty or quit-claim deed along with a death certificate for any deceased owner(s).

For renters: Provide landlord approval, if applying for a Barrier Free Grant.

If cited by the Codes Compliance Assistance Department, include a copy of the violation notice.

Identify requested repairs needed:

(Continued)



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Assistance is provided on a first-ready-first-served basis. Applications received incomplete or without adequate documentation may be returned for additional information which, could cause a delay in processing your request.

Beneficiaries of federal, state or local assistance must be income eligible, as defined by the Department of Housing and Urban Development (HUD,) as adjusted for household size, for the Tampa-St. Petersburg-Clearwater geographic area. Applications are underwritten compliant with the Federal Code of Regulations (24 CFR 5.069), the Florida State Housing Partnership (SHIP) program (Florida Statutes 420.907; Florida Administrative Code 67-37) and local underwriting loan standards. All applications are processed according to these principals.

You may be contacted by phone for additional information. Your application will be promptly reviewed when all information is received. If found compliant with the City's policy guidelines, the application will be forwarded to a finance officer for underwriting. If found non-compliant, you will be notified by mail and your application and supporting documents will be returned.

If you have questions regarding your eligibility, call 727-893-7247.