

REHABILITATION ASSISTANCE LOAN PROGRAM

LOAN APPLICATION CHECKLIST

The following information and documentation is **REQUIRED** and necessary to process your application for assistance. All items that apply must be included. You may write "NA" next to any item that does not apply to you. Please include a written explanation as to why any requested information or documents may not apply to your application.

- _____ A copy of the most recent mortgage loan statement(s) and a copy of any loan modification agreement. All mortgage payments and property taxes must be current.
- _____ Copies of ALL **current savings account** statements and other asset account statements (**including pages**) for savings, certificates of deposit, money market accounts, individual retirement accounts (IRA), stocks, bonds, 401K or other fixed asset and investment accounts for each member of the household who maintains such accounts individually or jointly.
- _____ Copies of **six (6) months** bank or credit union **checking account statements, (all pages of actual statements including the information pages)** for each member of the household who maintains such accounts individually or jointly.
- _____ Copies of **60 day's pay-stubs** reflecting year-to-date earnings for all members of the household who are 18 years of age or older.
- _____ **For Self-Employed:** Copies of the most recent **two year's 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 SS benefits. A statement is available by contacting the Social Security Administration office at 1-800-772-1213 or by visiting the local SS 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 an 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 the following documents for all household members under the age of 18:
1. Birth Certificates - all dependent children
 2. School records
 3. Court-ordered letter of guardianship or custodial care
 4. Divorce Decree
 5. Letter of Adoption
- _____ A copy of the home owner'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)** and contact information for any non-resident owner or spouse. If you are a tenant requesting a Barrier Free grant, we must have approval from your landlord.
- _____ If cited by Codes Compliance, please include a copy of the **violation notice**.
- _____ Identify requested repairs needed: _____
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Should you find it difficult to obtain any of the above documents, please contact our office at (727) 893-7247. An application submitted without the necessary documentation may be returned which will delay the processing of the request for assistance. Applications are accepted and processed on a first-ready-first-served basis.