

# **Home Rehabilitation and Repair Grant Application Important Documents**

1. Proof of Identification includes at least one of the following:

- A. Driver's license or state issued ID
- B. Passport
- C. Military ID
- D. Employment or School ID with photo
- E. If you are unable to provide one of the above, please contact us for assistance

2. Proof of Income includes at least one of the following:

- A. Employed
  - a. Check stubs for the last 30 days with a minimum of two consecutive check stubs
    - i. If you are paid weekly, we will need 4 check stubs
    - ii. If you are paid bi weekly or bi monthly we will need at least 2 check stubs
    - iii. If you are paid monthly, provide 2 check stubs
  - b. Statement from your employer that includes
    - i. Rate of Pay
    - ii. Length of employment
    - iii. Gross Pay (before taxes) for the last 30 days
    - iv. Name, point of contact, address, and phone number for employer
- B. Self Employed
  - a. Most recent Income federal income tax return, or
  - b. Profit/loss statement, or
  - c. Your books with income for work completed for the last 30 days
  - d. If you are unable to provide one of the above, please contact us for assistance
- C. Benefit/Award letter
  - a. Most current award letter for benefits such as Social Security, SSI, Veterans Benefits, Unemployment, etc.
  - b. Include award letters for children under 18 for these programs
  - c. You may also use bank statements showing regular payments from the benefit agency
- D. Proof of any other income such as child support (if receiving) or alimony

3. Proof of ownership or permanent occupancy includes at least one of the following:

- A. Deed or Title (even if it has not been recorded)
- B. Title to physical structure (home or mobile home) and current Land Lease
- C. Title to physical structure (home or mobile home) and current Land Purchase Contract
- D. Local property tax statement showing applicant or household member as owner of the property in question
- E. Written statement by others in the community stating that the applicant has occupied the property as the apparent owner for a period of at least 5 years, and is generally believed to be the owner
- F. If you are unable to provide one of the above, please contact us for assistance

4. Quotes or Estimates: Not required but may be used in identifying acceptable repair requests and expediting work for approved applicants.