

TO: Applicants for the City's Housing Rehabilitation, Emergency and Code Deficiency Abatement Programs

FROM: Vicki M. Turner, Housing Programs Coordinator
Department of Planning and Development

In order to expedite the processing of your application for assistance, please bring the following items with you when you return your completed application:

- Verification of income from ALL jobs (copies of your pay stubs – six months or as close as you can get). We must include income of all household members 15 years of age and older, whether they are related to you or not. **Note:** If you are self-employed, we need a copy of your last year's federal income tax return (including all forms and attachments). If you are receiving social security or social security disability, please provide a copy of your award letter from the Social Security office. Be sure to include any child support you receive, because this is considered income.
- A copy of your most recent bank statement(s), showing current balances of your checking account(s), money market account(s), and savings account(s).
- Information on any certificates of deposit and other investments, such as mutual funds, stock, bonds, etc.
- Information on other real estate that you own either individually or jointly with someone else (other than the property you live in).
- Information from your mortgage holder showing current balance of your mortgage.

If you are unable to provide the needed verification, we will verify the above information for you after you sign one of our authorization forms. Your project will be on hold, however, until we receive the necessary verifications.

Also, please take your time in completing the sections on income and expenses.

Thank you for your assistance in the verification process. Remember, the more information you provide, the less time it will take us to process your application for assistance. If you have questions or need additional information, please feel free to contact Kathy Sides (874-7239) or Vicki Turner (874-7241).