

CARVER - HALIFAX REGIONAL HOUSING REHABILITATION PROGRAM

HOMEOWNERS

IN ORDER TO AVOID DELAYS IN PROCESSING YOUR APPLICATION, PLEASE MAKE CERTAIN YOU HAVE INCLUDED ALL OF THE DOCUMENTS LISTED BELOW WITH YOUR APPLICATION. PLEASE INCLUDE A COMPLETED COPY OF THIS CHECKLIST, AS WELL.

- ☐ **Copy of your property deed OR Bill of Sale for mobile home**
- ☐ **Copy of your most recent property tax bill OR Lease agreement for your mobile home**
- ☐ **Copy of proof of paid homeowner's insurance with Declaration Page**
- ☐ **Proof of outstanding mortgage/home equity loan on property**
- ☐ **Copies of two months of statements for all bank accounts in your name**
- ☐ **Two months of paystubs OR yearly statement letter from pension/retirement, VA/Disability and/or Social Security Benefits for each family member in the home, 18 years or older**
- ☐ **Form 4506-T for each individual, in the home, who files a Tax Return (Applicant must fax completed form to 1-816-292-6102.)**
- ☐ **Signed Affidavit Regarding Conflict of Interest (Enclosed in the application)**
- ☐ **Owner Occupants/Resident Owners:**
 - Copy of **two years** most recent IRS 1040 (Federal Income Tax Return) for all household members over 18 years of age.
 - Copy of employer pay stubs eight weeks prior to the date of this application for all household members over 18 years of age. Submit Schedule C if self-employed.
- ☐ **Investor Owners and Resident Owners with Rental Units:**

If you have tenants, please request Tenant Questionnaires to be completed and mailed to this office.

If you have any questions, please contact the following persons in the Carver Office of Planning & Community Development at 508-866-3450 x.1011.

Melissa Vincent – Program Manager

Jill Martins – Assistant Program Manager