

CHECKLIST - RENTAL AND MORTGAGE ASSISTANCE APPLICATIONS

Applicant Name: _____

PRINTED

A complete application must include every form on this list; incomplete apps will not be processed.

_____ Copy of driver's license for all adult household members

_____ Copy of tribal ID

_____ Completed application signed & dated by primary applicant & all household members over 18 years old

_____ Authorization for Release of Information form signed by all household members over 18 years old.

_____ Unit information form

_____ Income verification for all household members - earned AND unearned income.

_____ Zero income statement & budget form showing expenditures (only from those claiming 0 income)

_____ Federal Tax Return from most recent year for tribal member and spouse/partner.

If you are not required to file a tax return, sign here to certify: _____

Signature: I certify I am not required by law to file w/IRS

_____ **Mortgage Assistance Only:** Copy of Loan statement showing payment amount, principal, interest, escrow bal.

_____ **Mortgage/Home Rehab Assistance Only:** Proof of homeowner's insurance

Note: To be eligible for rehab the title must be vested in the name of the tribal member.

_____ **Renters only:** Current Rental Agreement, signed & dated by Landlord, including contact information for landlord

_____ **Renters only:** W-9 filled out & signed by Landlord (law requires us to report rent payments to IRS)

_____ **Renters only:** Lead based paint receipt of notification (from landlord). Not necessary if unit was built after 1978.

_____ **Renters only:** Suggested Date (week) for HUD Inspection of your rental Unit _____