

ARPA-RF Owner Occupied Rehabilitation Program

APPLICATION REQUIRED DOCUMENTS

- ☐ Copy of valid Drivers' License or State Identification for **ALL** adult household members
- ☐ Copy of U.S. Birth Certificates or valid U.S. Passport or Naturalization Certificate for all household members. For all Non-U.S. Citizen household members provide a copy of a valid Permanent Resident Card
- ☐ Copy of current Verification of Employment (VOE) completed and signed by employer within 30 days of submission of application (**Preferred**) (**OR**) copy of most recent 30 days of paycheck stub for **ALL** working adult household members
- ☐ Copy of most recent Social Security, Retirement and/or Disability Award Letter for **ALL** household members
- ☐ If an adult student is employed – copy of current class schedule
- ☐ If unemployed, a copy of unemployment benefits statement (**OR**) a completed Unemployment Affidavit for **ALL** household members
- ☐ Wage Earner Statement from Social Security Administration for **ALL unemployed** adult household members
- ☐ If self-employed provide a completed YTD Profit and Loss (P & L) Statement for **ALL** adult household members **AND** most recent tax returns –**all pages** -(signed and dated) as submitted to the IRS (**OR**) current 1099 Income earner **AND** most recent tax returns (signed and dated) as submitted to the IRS – **Look for schedule "C" income**
- ☐ Court ordered child support documentation (**OR**) verification of child support via bank statement or prepaid card
- ☐ Copy of ALL appropriate legal documentation for adoption, divorce, battered spouse & restraining order
- ☐ Completed Verification of Deposit (VOD) (**Preferred**) for ALL current accounts (checking, savings, CD, stocks, bonds, Investment, Revocable Trust) for all adult household members (**OR**) copy of most recent bank statement for all accounts (**all pages**)
- ☐ Most recent tax returns- **all pages**- (signed and dated) as submitted to the IRS and W2s/1099s - **Look for "other income"** - (**Mark out the first five digits of your social security number before submitting**)
- ☐ Copies of ALL mortgages and warranty deeds
- ☐ Copy of Homeowners Insurance (Declaration Page Only)
- ☐ Copy of most recent mortgage statement