D.C. Department of Housing and Community Development
Lead Safe Washington Program Application Document Checklist
Owner Occupied Single Family or Rental Property, Multi-family Applications

Document Checklist

__Copy of Recorded Deed (not the Deed of Trust)
__Copy of owner’s government-issued photo identification
__Copy of current liability /fire insurance policy
__Copy of Social Security Card
__Copy of the tax Certification Affidavit for the property owner

Verification of Household Income, (anyone over 17 years of age):
   a. Copies of last two years’ District and Federal tax returns
   b. Copies of last two pay stubs for all salary /wage earners
   c. Copies of any statements of other income*
   d. Copies of bank statements (30 days checking and saving accounts)

__If lead–based paint or hazards are known to be present, copy of documentation determining presence of same (e.g., DDOE’s Notice of Defect)
__Copies of Disclosures (if disclosures of lead-based paint have been made)
__For lead or deteriorated paint violation, copy of the violation
__Copy of birth certificates for all children under age 6 if currently residing in property or visiting at least 6 hours per week.

* If there are tenants in rental units, also provide:
   __Tenant Roster (attached)

Verification of Tenant/Household Income
For each household (anyone over 17 years of age), provide:
   a. Copies of last two years’ District and Federal tax returns
   b. Copies of last two pay stubs for all salary /wage earners
   c. Copies of any statements of other income*
   d. Copies of bank statements,(30 days Checking and saving account)

__Copy of government issued photo identification and copy of Social Security card for all adult Tenant/ Household members
__Copy of birth certificates for all children under age 6 if currently residing in rental units or visiting at least 6 hours per week.