



Housing Counseling Services, Inc.

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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.